MANUAL

FOR

CLASSIFICATION AND COMPENSATION SYSTEM OF PERSONNEL SERVICE

EFFECTIVE

COMMONWEALTH OF PENNSYLVANIA

Submitted by

REORGANIZATION AND
CLASSIFICATION COMMITTEE

May, 1946

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ADOPTION OF THE CLASSIFICATION AND COMPENSATION SYSTEM

Governor Martin on January 10, 1944 appointed a Reorganization and Classification Committee consisting of three members - Thomas D. Frye, Chairman, Edward B. Hamor, and F. Steward Hartman - to revise the personnel classification and compensation systems for the departments and institutions.

This Classification and Compensation System of Personnel Service, developed by the Committee, together with all rules and regulations of the Executive Board embodied within this manual are hereby adopted as a revision and consolidation of the eleven systems in effect in the Commonwealth and shall become effective

The Executive Board expresses its appreciation for the work performed by the Committee and acknowledges its indebtedness to the heads and representatives of the various agencies who cooperated.

EXECUTIVE BOARD

PART I

DESCRIPTION OF THE CLASSIFICATION AND COMPENSATION SYSTEM

The Classification and Compensation System of Personnel Service, which is to apply to all positions in the executive agencies under the jurisdiction of the Governor, is consistent with generally accepted personnel management principles. The details are described in this manual.

FUNDAMENTALS OF THE CLASSIFICATION AND COMPENSATION SYSTEM

The underlying principle of the classification and compensation system is that equal pay shall be provided for equal duties and responsibilities and that proper rewards shall be given for meritorious service. The system provides for the classification of positions with equal duties and responsibilities in the same grade, and for paying incumbents of the positions in like salary ranges. It recognizes the necessity for the payment of increments to employes performing meritorious services until the maximums of their salary ranges are reached. Classification is objective and impersonal. It is based on the duties and responsibilities of positions and not the qualifications of persons filling the positions, although minimum qualifications are established for each service and grade.

SERVICES

Twenty-four services are provided in the classification system, representing the different types of occupational work performed for the Commonwealth.

GRADES

Each service is divided into grades to designate the different

degrees of importance and responsibility of the duties performed. Each grade represents the same level of work and, regardless of service, is assigned the same salary range.

STANDARD DUTIES PRESCRIBED

Standard duties as outlined in Part VI for each service and grade are not intended to describe the full details of every position classified in such grade but rather to furnish a composite description of all positions in that grade and to serve as a scale for weighing the relative importance and responsibility of the position.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

The qualifications for education, training, and experience as outlined in Part VI are the minimum requirements for the proper performance of duties classified in each grade.

(a) One year of education may be substituted for one-half year of related experience or one-half year of related experience for one year of education.

(b) A certificate issued by the Department of Public Instruction for the equivalent of a four-year high school course shall be considered equal to graduation from an accredited high school.

(c) Credits for attendance at an evening or extension school of a university or college, shall be evaluated on the basis of the number required to equal a year of college work.

In prescribing the minimum qualifications of education, training, and experience, insofar as practicable, uniform qualifications are required for the same grade in every service. There is a direct line of progression in these requirements from grade to grade.

The State Civil Service Act prohibits the requirement of education as a prerequisite for admission to examination for any position. The agencies

governed by the State Civil Service Act shall substitute for educational requirements such experience as the Civil Service Commission may approve.

STANDARD QUALIFICATIONS OF EMPLOYES

The standard personal qualifications described for each service and grade are the specific qualifications required by persons filling positions classified therein and are exclusive of general qualifications to be expected from every Commonwealth employe: good moral character, honesty, loyalty, integrity, suitable physical condition, and freedom from contagious or infectious diseases. All things being equal, preference shall be given to residents of Pennsylvania.

MAINTENANCE

The system establishes basic charges for facilities, supplies, and services furnished to employes as maintenance by the Commonwealth. Deductions from salaries shall be made for maintenance received. Details of the maintenance system will be found in Part V.

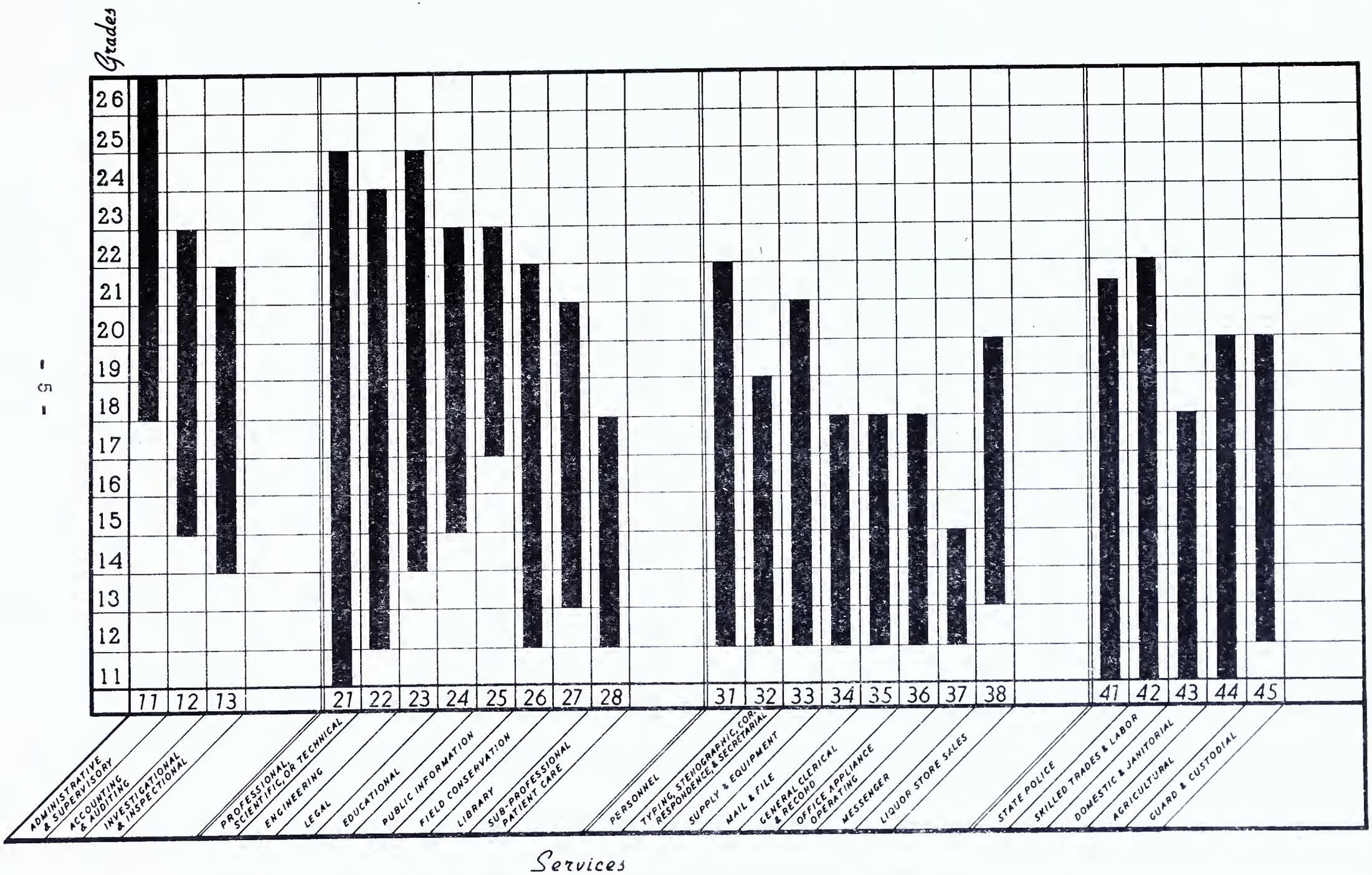
PAYROLL TITLES

Payroll titles included in the Supplement to the Classification and Compensation System of Personnel Service are brief and descriptive of the principal duties of the positions. Prefixes and suffixes are indicative of the grades in which the positions are classified. These titles are not included in this manual, since they are subject to revision from time to time to provide a complete current listing.

CLASSIFICATION SYSTEM CHART OF SERVICES AND GRADES

On the following page will be found the Classification System Chart of Services and Grades. It depicts the number of grades established in each service without reference to any salary ranges that may be assigned to each grade.

CLASSIFICATION SYSTEM CHART OF SERVICES AND GRADES



BASIC COMPENSATION SCHEDULE

The basic compensation schedule provides for a range of approximately 16 percent between grades and a 25 percent range from minimum to maximum within each grade. The systematic construction of the schedule makes it adaptable to adjustment in brackets of approximately 4-1/6 percent to conform to economic trends.

On the following page will be found the basic compensation schedule showing the minimum annual salary, the annual salary including each of the six increments, and the maximum annual salary, for each grade.

[illegible] BASIC [illegible] SCHEDULE

GRADE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS						MAXIMUM ANNUAL SALARY
		1st	2nd	3rd	4th	5th	6th	
26	10,212	10,644	11,076	11,508	11,940	12,372	12,804	12,804
25	8,802	9,174	9,546	9,918	10,290	10,662	11,034	11,034
24	7,590	7,908	8,226	8,544	8,862	9,180	9,498	9,498
23	6,540	6,816	7,092	7,368	7,644	7,920	8,196	8,196
22	5,640	5,880	6,120	6,360	6,600	6,840	7,080	7,080
21	4,860	5,064	5,268	5,472	5,676	5,880	6,084	6,084
20	4,188	4,362	4,536	4,710	4,884	5,058	5,232	5,232
19	3,612	3,762	3,912	4,062	4,212	4,362	4,512	4,512
18	3,114	3,246	3,378	3,510	3,642	3,774	3,906	3,906
17	2,688	2,802	2,916	3,030	3,144	3,258	3,372	3,372
16	2,316	2,412	2,508	2,604	2,700	2,796	2,892	2,892
15	1,998	2,082	2,166	2,250	2,334	2,418	2,502	2,502
14	1,722	1,794	1,866	1,938	2,010	2,082	2,154	2,154
13	1,482	1,542	1,602	1,662	1,722	1,782	1,842	1,842
12	1,278	1,332	1,386	1,440	1,494	1,548	1,602	1,602
11	1,104	1,152	1,200	1,248	1,296	1,344	1,392	1,392

PART II

RULES AND REGULATIONS

OF THE EXECUTIVE BOARD

1. INITIAL RATE OF COMPENSATION

The initial compensation of a state employe shall be the minimum rate of compensation prescribed for the grade in which the position is classified. In exceptional cases an initial compensation in excess of the minimum rate of the grade may be approved by the Governor, and in the case of employes of institutions of the Commonwealth, by the respective heads of the departments.

2. PRIOR SERVICE CREDIT

Service within a grade shall include service in the same or higher grade or position prior to the adoption of this classification. Any employe whose initial rate of compensation was approved in excess of the minimum shall be given credit for the years of service specified for the rate approved.

3. INCREMENTS

The salary schedule provides six increments to reward employes for years of meritorious service, improvement, job proficiency, and increased value to the Commonwealth, as well as to create incentives for competent persons to join and remain in state service. These increments shall be granted to all employes remaining in the same grade for the specified length of service and performing satisfactory service in accordance with the following schedule:

INCREMENT	AFTER SERVICE IN GRADES 11, 12 AND 13	AFTER SERVICE IN GRADES 14 TO 26
First	6 months	1 year
Second	1 year and 6 months	2 years
Third	2 years and 6 months	3 years
Fourth	4 years and 6 months	5 years
Fifth	6 years and 6 months	7 years
Sixth	9 years and 6 months	10 years

A few positions to which employes generally devote a lifetime of service and from which there are relatively few opportunities for promotion are, at the end of the first four years of service, treated for salary purposes as though a reclassification had been made to the minimum of the next higher grade but no reclassification papers will be required. The grade for such positions shall be designated by the last digit of the lower and higher grade. Increments for such positions shall be granted in accordance with the following schedule:

YEAR OF SERVICE	SALARY TO BE PAID
1st	Minimum of lower grade
2nd	1st increment of lower grade
3rd	2nd increment of lower grade
4th	3rd increment of lower grade
5th	Minimum of higher grade
6th	1st increment of higher grade
7th	2nd increment of higher grade
8th	3rd increment of higher grade
10th	4th increment of higher grade
12th	5th increment of higher grade
15th	6th increment of higher grade

Length of service alone, without improvement or satisfactory performance, shall not justify increase in pay but any employe who has not performed satisfactory service and is not considered eligible for an increment at the proper time shall be afforded an opportunity to discuss his case with the proper official of the agency.

4. MAXIMUM SALARY

No salary shall be paid in excess of the maximum specified for the grade in which the position is classified; but employes who are receiving salaries in excess of the maximum of the grade in which the position is classified, at the time of adoption of this system, may continue to be paid their present salary without any further increments during incumbency of the same position.

5. PROMOTIONS

A vacancy in any position in state employment shall be filled, when practical, by transfer or promotion of a worthy and competent employe from a lower grade.

Since the salary schedule provides for a partial overlap, salary adjustments as a result of a promotion from a position in a lower grade to a position in a higher grade shall be made in accordance with the following rule:

RULE: When the salary of an employe being promoted to the next higher grade is at the minimum, first, second, or third increment, the salary upon promotion shall be the minimum of the next higher grade. When the salary is at the fourth, fifth or sixth increment, promotion shall be to the first, second, or third

increment of the next higher grade, respectively. All promotions to the second or succeeding higher grades shall be at the minimum.

The following table shows the application of this rule:

	RECEIVES WHEN PROMOTED TO	
SALARY IN LOWER GRADE	NEXT HIGHER GRADE	SECOND OR SUCCEEDING HIGHER GRADES
Minimum salary	Minimum salary	Minimum salary
Salary with 1st increment	Minimum salary	Minimum salary
Salary with 2nd increment	Minimum salary	Minimum salary
Salary with 3rd increment	Minimum salary	Minimum salary
Salary with 4th increment	Salary with 1st increment	Minimum salary
Salary with 5th increment	Salary with 2nd increment	Minimum salary
Salary with 6th increment	Salary with 3rd increment	Minimum salary

An employe promoted to a higher grade, with salary adjustment in accordance with the preceding plan, shall be given credit for the number of years required for the salary assigned and future increments shall be granted as though the credited service had been performed within the grade. The following table shows the application of this rule:

	INCREMENTS					
SALARY IN GRADE TO WHICH PROMOTED	1st	2nd	3rd	4th	5th	6th
	TO BE GRANTED AFTER YEAR OF SERVICE INDICATED					
Minimum	1	2	3	5	7	10
1st increment		1	2	4	6	9
2nd increment			1	3	5	8
3rd increment				2	4	7

6. DEMOTIONS

When an employe is demoted except for disciplinary purposes from a position in one grade to a position in a lower grade, the salary shall be fixed at the place on the increment schedule so as to give credit for all years of service in the grade to which demoted, plus the years of service in any higher grade or grades.

Demotions for disciplinary purposes may be made to whatever step on the increment schedule is deemed proper.

Employes who have received increments for satisfactory service and who cease to render this type of service, may be decreased in salary and their credit for years of service decreased accordingly.

7. RECLASSIFICATION OF POSITIONS

Reclassification of positions shall not be made for personal reasons and shall be approved only upon the basis of satisfactory evidence that there has been definite increase or decrease of duties or responsibilities, and that the existing classification has become improper.

Duties of a temporary nature shall not be sufficient basis for classification into a different grade. When the duties connected with a position have changed to a degree that the standard duties of that particular grade do not apply, it shall become the responsibility of the agency head to request a review and reclassification of the position.

8. PART-TIME EMPLOYMENT

In the case of employment on a part-time basis, the proper grade and service shall be determined and assigned to the position. The salary payable shall be the proportion of the full salary for the position which the part time bears to the full time.

9. HOURLY OR PER DIEM RATES

Work for which payment is made on the hourly or per diem basis shall be at such rates as will be the hourly or daily equivalent of the annual salary established for the position. The number of employes on a wage basis, except for institutions, shall have the previous written approval of the Governor.

10. MAINTENANCE

When house rent, food, heat, light, water, laundry, subsistence, convenience, living accommodations, or other items of personal maintenance are furnished persons in state employment, the value of such maintenance shall be determined in accordance with The System of Maintenance Charges contained in Part V of this manual. The charges so determined shall be deducted from the salary assigned to the position and the balance paid to the incumbent.

11. EXTRA COMPENSATION

(a) Employes who are required to work in excess of the maximum hours prescribed for any work week may receive extra compensation at an hourly rate commensurate with their annual salary or be granted equivalent time off.

The request to the Executive Board for such extra compensation shall be made by the head of the agency and approved by the Executive Board, prior to the time when the extra services are rendered. No request for extra compensation on a retroactive basis shall be considered.

(b) When a person is employed at a fixed compensation and is authorized to receive extra compensation for doing work in addition to his regular duties, such work shall be performed outside of and in addition to the regular prescribed hours.

(c) When a person is employed during regular prescribed hours by more than one agency of the state government and the salary is pro-rated among such agencies on a part-time basis, the arrangement shall be submitted to the Executive Board in advance for approval.

(d) Extra compensation shall not be approved for employes of the Executive Department who desire to work for the Legislative Department or its committees. However employes of the Executive Department may be granted leaves of absence without pay during legislative sessions to permit employment by the General Assembly.

12. LEAVES OF ABSENCE BEYOND THIRTY DAYS BY EXECUTIVE BOARD

Leaves of absence with pay beyond thirty days in any one calendar year shall be granted to employes of administrative departments and independent administrative boards or commissions only after the approval of the Executive Board. Such leaves shall be considered and granted on the basis of two days for each year of service up to and including twenty years of service and two and a half days for each year of service beyond twenty years. The number of days shall be computed in the same manner as vacations, Part III, Section 1(b)

All applications to the Executive Board for extension of leaves of absence with pay beyond thirty days shall be submitted by the heads of the administrative departments or independent administrative boards or commissions to the Secretary of the Executive Board, who in turn shall submit such applications to the Executive Board with his recommendations.

13. SPECIAL ABSENCE FROM DUTIES

(a) All officers and employes of the Commonwealth of Pennsylvania, members of the Pennsylvania National Guard, shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall, as members of the Pennsylvania National Guard, be engaged in the active service of the Commonwealth or in field training ordered or authorized under the provisions of the law.

(b) Members of the Reserve Corps of the United States Army may be granted absence from duties with pay by the Executive Board during the length of time which the employes shall be in training camp, except where the pay allotments by the federal government equal or exceed the pay which the state employes would receive for their state service, in which case the employes shall be granted absence from duties without pay.

(c) State employes called for jury duty shall not be regarded as absent from their state employment while attending court as jurors. The agency heads may request the court to excuse the employes from jury service. If the court will not excuse the employes from jury service, the employes shall be granted a leave of absence with pay while absent from state duties and engaged in jury service.

(d) State employes who are subpoenaed to attend court as witnesses shall not be considered as absent while in court in obedience to such subpoenaes.

14. WORK HOURS

Each employe of the Commonwealth shall work during such hours as the head of the agency shall require, but not less than thirty-five hours per week.

(a)-Departmental Work Hours

The office hours of the various agencies shall be those specified by the Executive Board from time to time.

(b)-Institutional Work Hours

Regular hours of employment in institutions cannot be fixed, but the regular work week shall not exceed forty-eight hours.

15. INCONSISTENT RULES AND REGULATIONS REVOKED

All rules and regulations of the Executive Board heretofore promulgated are, to the extent that they are inconsistent herewith, hereby revoked.

PART III

EXECUTIVE ORDER RELATING TO LEAVES OF ABSENCE AND HOLIDAYS

1. VACATIONS

(a) Each employe, if employed for continuous service, shall be entitled during each calendar year to fifteen days' leave of absence with full pay as vacation.

(b) In computing days absent, all days shall be counted as full days, except Saturdays, Sundays, legal holidays, and other holidays declared by proper authority.

(c) Employes who enter the state service after the beginning of the calendar year shall be granted vacation for a period equal to one and one-fourth days for each month of service in that year.

(d) Employes leaving state service shall be entitled to vacation on the basis of one and one-fourth days for each month from the beginning of the calendar year in which the employe severs employment, or from the date on which service began during such calendar year.

(e) Vacation shall be granted only for those periods when public service will best permit and shall be staggered among the employes so as to cause the least inconvenience to the public service.

(f) Where it is practicable, preference as to time for vacation shall be granted to employes on the basis of length of

service with the Commonwealth

(g) Each employe shall be entitled to his vacation only in the calendar year in which it accrues.

(h) In no case shall vacation be granted to employes paid on an hourly, per diem or weekly basis until and unless such employes have been continuously re-employed for a minimum of 35 hours each week for at least twelve months

2. MERITORIOUS LEAVES

(a) In special and meritorious cases, where to limit the annual leave to fifteen days in any one calendar year would work peculiar hardships, the extent of such leave with pay may, in the discretion of the head of the agency, be extended for not more than fifteen days.

(b) If extension of such leave with pay is desired for a period in excess of 15 days, it must, in the case of employes of departmental administrative boards, institutions, or commissions, have the approval of the head of the department with which such boards, institutions, or commissions are connected. Such leave shall be granted on the same basis as Executive Board leave (Part II, Section 12).

(c) Meritorious leaves of absence may be granted for the following reasons:

1-The employe's illness.

2-Affliction of a member of the employe's immediate family with a serious illness which requires the employe's care and attention.

3-Contact or exposure to a contagious disease rendering the presence of the employe harmful to other state employes.

4-A death in the employe's immediate family.

5-The avoidance of peculiar hardships to an employe.

(d) In no case shall meritorious leave be granted to employes paid on an hourly, per diem or weekly basis until and unless such employes have been continuously so employed for a minimum of 35 hours each week for at least twelve months.

(e) The number of days of meritorious leave in any calendar year shall be computed in the same manner as vacation.

3. HOLIDAYS

The legal holidays in Pennsylvania are as follows:

(1) New Year's Day	(2) Lincoln's Birthday	(3) Washington's Birthday
(4) Good Friday	(5) Memorial Day	(6) Flag Day
(7) Fourth of July	(8) Labor Day	(9) Columbus Day
(10) Election Day	(11) Armistice Day	(12) Thanksgiving Day
(13) Christmas		

Any state employe who is prevented from observing any of the foregoing legal holidays, due to the needs of the public service, shall be granted compensatory leave at a time convenient to the public service.

4. INCONSISTENT ORDERS REVOKED

All executive orders heretofore promulgated, which are inconsistent with these orders, are hereby revoked.

PART IV

PROCEDURE FOR OPERATION OF CLASSIFICATION AND COMPENSATION SYSTEM OF PERSONNEL SERVICE

The Reorganization and Classification Committee has analyzed the duties and responsibilities of every authorized position existing in the executive department under the jurisdiction of the Governor as of October 31, 1945, and has reclassified and assigned to each position the service, grade, and payroll title in accordance with this Classification and Compensation System of Personnel Service.

The following procedure for administration of the Classification and Compensation System shall be used:

1. CREATION OF POSITIONS

When it becomes necessary to create a new position resulting from new duties, activities, or functions added by law or otherwise, or create a position in a lower grade because of decrease of present duties, activities, or functions, the procedure shall be as follows:

A position creation form shall be prepared showing the daily or weekly, periodical, and infrequent duties of the proposed position, the minimum qualifications of education, training, and experience necessary to perform the duties, the personal attributes required, the suggested service, grade, and payroll title, together with a detailed statement showing why the position is necessary.

(a)-Determination of Service

The service in which the position shall be classified shall be determined by the type of occupational work to be performed.

(b)-Determination of Grade

The proper grade for the position shall be obtained by weighing the degree of supervision required, the regular duties, the minimum qualifications, education, training, and experience, and the personal qualifications. The degrees of supervision are as follows:

1. "Immediate supervision" - instructions must be given in all lines of work performed, with the employe allowed little or no latitude for the exercise of independent judgment.

2. "Supervision" - routine assignments performed without instructions, with the employe allowed limited latitude for the exercise of independent judgment.

3. "General supervision" - instructions required in only new lines of work or special assignments, with the employe being required to exercise a moderate degree of independent judgment.

4. "Direction" - work carried on with instructions only as to result desired with very little guidance as to method of procedure, with the employe being required to exercise independent judgment in adapting established methods to work performed.

5. "General direction" - instructions issued only as to the result desired with no suggestions as to procedure, with the employe allowed wide latitude for exercise of independent judgment in determining methods and procedure.

6. "General administrative direction" - work carried to completion on initiative of employe requiring outstanding independent judgment in determining matters of administrative policy, procedure, or problems of research.

(c)-Standard Duties

The standard duties in the grade shall be used as a scale for weighing relative importance, difficulty, and responsibility of duties of the position being created.

Under standard duties reference is made to the terms "department," "bureau," "division," "section," "unit," and "institution." For the purpose of this Classification Manual, these are defined as follows:

Department-all administrative departments, boards, and commissions under the jurisdiction of the Governor

Bureau-all major subdivisions of departments

Division-all major subdivisions of bureaus

Section-all major subdivisions of divisions

Unit-all major subdivisions of sections

Institution-all types of institutions under the jurisdiction of any department

Departments of the Commonwealth vary considerably in size making uniform organization somewhat difficult It is, therefore, very necessary that the above definitions be carefully considered in interpreting standard duties when these terms are used.

(d)-Minimum Qualifications -- Education, Training, and Experience

Minimum qualifications, specified by the department, board, commission or institution requesting the creation of the

position, shall at least equal the qualifications established for the grade in this manual, and may exceed the qualifications. When such position is under the State Civil Service Law training and experience shall, with the approval of the Civil Service Commission, be substituted for education.

(e)-Personal Qualifications

Personal qualifications shall be the attributes required of the individual who is to fill the position.

(f)-Payroll Titles

Payroll titles shall be descriptive of the principal duties performed and shall be in conformity with the payroll title supplement, wherever applicable.

(g)-Determination of Classification of Position

The Organization and Classification Committee shall review each request for creation of position and shall make such examinations as it deems essential in order to recommend to the Governor the proper service, grade, and payroll title for the position.

(h)-Determination of Necessity and Availability of Funds

The Budget Office shall determine the necessity for the position and the availability of funds for the payment of the salary determined for the position.

(i)-Selection of Personnel

Selection of the individual for the position shall be made by the authority responsible for such matters.

2. RECLASSIFICATION OF POSITIONS

When the relation of any position in its importance to the organization as a whole has changed because of a definite increase or decrease of duties or responsibilities, a job analysis form shall be prepared setting forth the daily or weekly, periodical, and infrequent duties of the position. The Organization and Classification Committee shall review the duties and examine the position in relation to the organization wherein it exists and compare it with similar positions in other organizations to determine if any change of classification is warranted, and submit its recommendations to the Governor.

3. ABOLISHMENT OF POSITIONS

If the duties of a position become unnecessary or can be absorbed in other positions, the abolishment of the position shall be requested.

4. PERIODIC REVIEW OF CLASSIFICATION

The Organization and Classification Committee shall conduct a continuing review of positions to assure uniformity of classification and equity in compensation, in conformity with this system.

5. APPLICATION OF INCREMENTS

Increments shall be granted in accordance with the schedules in Part II, Section 3. The necessary papers to effect increments shall be prepared and submitted for approval in sufficient time to permit the new salary to become effective on the first day of the month following the anniversary date of appointment or promotion, or in grades 11, 12, and 13 six months after appointment.

6. PERSONNEL FORMS AND PROCEDURES

The use of personnel forms and the procedure shall be in accordance with regulations jointly prescribed by the Organization and Classification Committee, the Budget Office, the Personnel Office, the State Civil Service Commission, and the departments responsible for the operation of institutions.

7. PERSONNEL RECORDS

Each department, board or commission shall maintain a complete record of every authorized position and the incumbents of such positions as are filled, in accordance with procedure established from time to time.

PART V

THE SYSTEM OF MAINTENANCE CHARGES

The fundamental principle of the system of maintenance charges is that uniform and appropriate deductions from salaries shall be made for similar facilities, supplies, and services furnished as maintenance by the Commonwealth to employes.

1. EMPLOYES ENTITLED TO RECEIVE MAINTENANCE

Employes occupying positions that require them to be on call for the convenience of the employing agency shall be required to live or be maintained at the place designated by the agency. Other employes may be provided maintenance if facilities are available and the head of the agency or the board of trustees approves. In every instance the value of maintenance received shall be deducted from the salary established for the position. In no case shall the employe receive any maintenance in excess of the deduction taken from salary. Maintenance charges shall be based on what the employe receives according to the following schedule:

2. ROOMS

Each agency shall be permitted to designate a maximum of four classes of rooms: Class I, most desirable rooms, considering size, location, type of furnishings, number of windows, etc.; Class II, good rooms, better than average; Class III, average rooms; Class IV, congregate facilities or rooms adjoining patient or inmate quarters. The head of the agency or the board of trustees shall determine the classification of rooms, subject to final correlation by the head of the department. The following annual

charges shall be made for rooms:

Single Room - A single room shall be a room with or without private bath furnished for one occupant. The annual charges for a single room shall be as follows:

	Without Bath	With Private Bath
Class I	$ 144.00	$ 180.00
Class II	120.00	150.00
Class III	96.00	120.00
Class IV	60.00	72.00

Double Room - A double room shall be a room with or without bath furnished for two occupants. Each occupant shall pay the following annual charges:

	Without Bath	With Private Bath
Class I	$ 108.00	$ 126.00
Class II	90.00	108.00
Class III	72.00	84.00
Class IV	42.00	54.00

The rate shall not change even though temporarily there is only one occupant in a room. If more than two persons occupy the room each shall pay the Class IV rate.

If an employe occupies a double room, together with a member of his family not employed by the agency, twice the double room charges shall be deducted from the employe's salary.

Two Rooms with Connecting Bath - When a bath connects or adjoins two single rooms, the following charges shall be made for each room:

Class I	$ 162.00
Class II	138.00
Class III	108.00
Class IV	66.00

Bath used by more than two persons, except families, shall not be considered a private bath.

[illegible] occupies two rooms, 50 percent of the [illegible] room allowance shall be added to the first room rate (with or without board). Suites of more than two rooms and bath shall be considered apartments.

3. HOUSES AND APARTMENTS

The head of the agency or the board of trustees shall determine the value for the use of each house or apartment on the basis of cost of similar accommodations in the community subject to final correlation by the head of the department in an effort to establish uniform charges for similar facilities. Values shall take into consideration the utilities that are furnished by the state, such as light, gas, water, heat, the degree and manner in which the house or apartment is furnished with state furnishings, and the amount of free maid, janitor, and groundsman service. The amount deducted from the employe's salary for use of the quarters shall be 75 percent of the established comparable cost.

4. MEALS

Three classes of meals may be furnished institutional employes. The following annual charges shall be made:

	1 Meal	2 Meals	3 Meals
Class I	$ 144.00	$ 288.00	$ 432.00
Class II	108.00	216.00	324.00
Class III	90.00	180.00	270.00

In institutions having only two classes of maintenance, the rates for Classes II and III shall be used. In institutions having only one class of maintenance, the rate for Class II shall be used. Missing of occasional meals or absence from the institution because of vacation or sick leave shall not affect the deduction for meals when such facilities

are available.

Employes eating in the [illegible] dining room shall not be permitted to withdraw any food supplies from the institutional storeroom.

Members of State Employes' Families - No charge for meals shall be made for employes' children under six years of age; fifty percent of the regular charge shall be made for each child from six to eighteen years of age and for the spouse not employed by the agency. Full charge for meals shall be deducted for any other member of a state employe's household who eats in the institutional dining room. Changes in rates, according to ages of children, shall be made annually on June 1 following sixth or eighteenth birthday.

Guests - Institutional employes shall be permitted to have occasional personal guests in the institutional dining room. Charge for such guests shall be made in accordance with the rates of the institutional dining room.

5. STORES WITHDRAWALS FOR MAINTENANCE

The privilege of withdrawing from the storeroom shall be limited to items of maintenance available in the storeroom and to employes residing on the institutional grounds and not eating in the institutional dining room. Complete and accurate records shall be kept of all withdrawals from stores by state employes. These records shall include both purchased and produced items. Items purchased by the institution shall be figured at invoiced cost. Items produced by the institution shall be charged at fair market prices in the local community. The amount of subsistance stores an employe shall be permitted to withdraw from the institutional storeroom shall be limited to the amount which would be deducted from his salary if he and his family ate one, two, or three meals in the institutional dining room; this deduction shall be made

from the salary rate. [illegible] an institution shall be based on [illegible] maintenance rates. When monthly withdrawals have reached this limit, all further withdrawals may be paid for in cash. There shall be no refund of the full amount of scrip, is not withdrawn each month.

6. MISCELLANEOUS

Charges for garage facilities, laundry, medical care, paid service employes, and official guests shall be made as follows:

Garage - No charge shall be made for available garage facilities.

Laundry - With the exception of uniforms prescribed by the institution to be worn by employes, laundry service shall be available only for resident employes and their families. Each institutional head, with the approval of the board of trustees, shall have the right to place a limit on the quantity of personal clothing sent by employes or families of employes to the laundry.

Medical Care - No charge shall be made for emergency medical care of employes of the institution when furnished by institutional facilities. The general policy of the institution shall be determined by the head of the institution and the board of trustees, with final approval of the department head.

Paid Service Employe - Each head of the institution may be allowed one paid service employe where the residence maintained by the Commonwealth is of such size as to require it. If this employe eats the same meals prepared for the head of the institution, the amount that such employ would pay for meals, if she ate in the institutional dining room, shall be deducted from her salary and a similar amount credited to the

stores withdrawal account [illegible] the head of the institution [illegible] if he desires more than one such employe, the full cost of the second employe's salary and maintenance shall be deducted from his salary. No other employe occupying a house shall be permitted any full-time paid service employe.

Official Guests - Articles withdrawn from stores to furnish meals for official guests of the institution, if ordered by the head of the institution, shall be charged to the Dietary Department.

PART VI

STANDARD DUTIES, QUALIFICATIONS AND COMPENSATION SCHEDULES

In this part of the manual are described the general or standard duties of positions that are classified in each service and grade, together with the minimum qualifications of education, training, and experience, and the personal attributes required of employes filling positions in each service and grade. Where necessary, special provisions applying to any service are included.

On the following page is The Compensation Schedule, applicable to positions in all services and grades, with the exception of the Pennsylvania State Police. A separate schedule applicable to that organization is included with the specifications for the State Police service.

For facility in administration and operation, separate compensation schedules for Instructional Personnel in State Teachers Colleges, and for Liquor Store Sales are included with the specifications for the respective services.

THE COMPENSATION SCHEDULE

GRADE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS						MAXIMUM ANNUAL SALARY
		1st	2nd	3rd	4th	5th	6th	
26	11,076	11,508	11,940	12,372	12,804	13,236	13,668	13,668
25	9,546	9,918	10,290	10,662	11,034	11,406	11,778	11,778
24	8,226	8,544	8,862	9,180	9,498	9,816	10,134	10,134
23	7,092	7,368	7,644	7,920	8,196	8,472	8,748	8,748
22	6,120	6,360	6,600	6,840	7,080	7,320	7,560	7,560
21	5,268	5,472	5,676	5,880	6,084	6,288	6,492	6,492
20	4,536	4,710	4,884	5,058	5,232	5,406	5,580	5,580
19	3,912	4,062	4,212	4,362	4,512	4,662	4,812	4,812
18	3,378	3,510	3,642	3,774	3,906	4,038	4,170	4,170
17	2,916	3,030	3,144	3,258	3,372	3,486	3,600	3,600
16	2,508	2,604	2,700	2,796	2,892	2,988	3,084	3,084
15	2,166	2,250	2,334	2,418	2,502	2,586	2,670	2,670
14	1,866	1,938	2,010	2,082	2,154	2,226	2,298	2,298
13	1,602	1,662	1,722	1,782	1,842	1,902	1,962	1,962
12	1,386	1,440	1,494	1,548	1,602	1,656	1,710	1,710
11	1,200	1,248	1,296	1,344	1,392	1,440	1,488	1,488

ADMINISTRATIVE AND SUPERVISORY SERVICE

SERVICE 11

This service includes positions comprising duties which entail supervision, administration, and organization requiring mature judgment, wide experience, and specialized knowledge.

When the grade of a position classified under this service requires special training, the employe must possess qualifications of an equal grade required by the service administered.

SERVICE 11 - GRADE 18

STANDARD DUTIES

Under direction

1. Supervise a large section and be primarily responsible for a group of employes engaged in important work in various services requiring mature judgment and broad experience; or a small group performing more important work; or a field office of commensurate importance.

2. Assist in supervision of a large section or division of employes engaged in more important work in various services requiring mature judgment and broad experience; or assist in the supervision of a small division performing involved work; or serve as an executive assistant of a bureau or division of commensurate importance.

3. Plan coordination of work in and between sections.

4. Review and approve all reports prepared in section or field office.

5. Conduct general correspondence.

6. Be responsible for all non-professional functions in an institution of medium size under the direction of superintendent or president.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Seven years' general clerical experience or four years' successful experience in responsible work in department in which services are required, with a minimum of two years' supervisory experience.

STANDARD PERSONAL QUALIFICATIONS

Business and supervisory ability	Ability to meet the public
Good judgment	Thoroughness
Resourcefulness	Initiative
Alertness	Honesty

SERVICE 11 - GRADE 19

STANDARD DUTIES

Under direction

1. Supervise and be responsible for a large section or division engaged in more important work in various services requiring mature judgment and broad experience; or a small division performing involved work; or a field office of commensurate importance.

2. Assist in the supervision and administration of a large division or a bureau of employes engaged in involved work in various services requiring a high degree of specialization and independent judgment; or assist in the supervision and administration of a small bureau performing difficult work; or serve as an administrative or executive assistant of a bureau or department of commensurate importance.

3. Plan coordination of work in and between sections and divisions or functions of an institution.

4. Review and approve all reports prepared in section, division, or field office.

5. Conduct general correspondence of more important nature.

6. Be responsible for all non-professional functions in an institution of medium size under the direction of the superintendent or president or have charge of certain non-professional functions in a large institution.

7. Supervise and be responsible for administration of a small institution as lay superintendent.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's training in college or university of recognized standing or equivalent.

3. Seven years' general clerical experience or four years' successful experience in responsible work in department in which services are required, with a minimum of two years' supervisory experience.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Reliability
Ability to meet the public
Business and supervisory ability
Honesty
Thoroughness
Good judgment

SERVICE 11 - GRADE 20

STANDARD DUTIES

Under general direction

1. Supervise and be responsible for administration of a small institution, large division or a bureau of employes engaged in involved work in various services requiring a high degree of specialization and independent judgment; or administer a field office of commensurate importance; or a small bureau performing difficult work.

2. Assist in the supervision and administration of a bureau which, due to difficult work, entails broad administrative ability; or serve as an executive assistant of a department or bureau of commensurate importance.

3. Exercise discretionary powers in application of existing policies; formulate ordinary decisions on administrative problems requiring general knowledge of institutional or departmental structure, laws, and practice affecting institution, division or bureau.

4. Review and approve all reports prepared in institution, division, bureau, or field office.

5. Conduct correspondence requiring determination of general administrative questions.

6. Have charge of all non-professional functions in a large institution under direction of superintendent or president.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' training in college or university of recognized standing or equivalent.

3. Seven years' general clerical experience or four years' successful experience in responsible work in department in which services are required, with a minimum of two years' supervisory experience.

STANDARD PERSONAL QUALIFICATIONS

Business and supervisory ability	Thoroughness
Good judgment	Alertness
Reliability	Ability to meet the public
Initiative	Honesty

SERVICE 11 - GRADE 21

STANDARD DUTIES

Under general direction

1. Supervise and be responsible for administration of an institution, bureau or field office of commensurate importance which, due to difficult work, entails broad administrative ability.

2. Assist in the administration of a bureau or institution which, due to responsibility, complexity, or centralization of work, entails a high degree of executive ability or broad knowledge in particular field; or serve as an executive assistant in the administration of a department of corresponding importance.

3. Exercise broad discretionary powers in application of existing policies; formulate initial decisions on administrative problems of new or unusual nature requiring intimate knowledge of institutional or departmental structure, laws, and practice.

4. Review and approve all reports prepared in institution, bureau or field office.

5. Conduct correspondence requiring determination of involved administrative questions.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' training in college or university of recognized standing or equivalent.

3. Seven years' general experience or four years' successful experience in responsible work in department in which services are required, with a minimum of two years' supervisory experience.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Ability to meet the public
Business, supervisory, and administrative ability
Tact
Honesty
Initiative
Reliability
Thoroughness

SERVICE 11 - GRADE 22

STANDARD DUTIES

Under general administrative direction

1. Administer a bureau, or institution which, due to responsibility, complexity, or centralization of work, entails a high degree of executive ability or broad knowledge in particular field; or assist as a deputy in the administration of a department or institution of corresponding importance.

2. Assist in the administration of a large bureau which, due to responsibility, complexity, or centralization of work, entails the highest degree of executive ability or outstanding knowledge and achievement in particular field; or serve as an executive assistant in the administration of a department of corresponding importance.

3. Plan, formulate, and effect procedure or rules; act on administrative problems requiring an intimate knowledge of departmental or institutional structure, laws, and practice; make recommendations regarding policy and organization.

4. Review and approve all reports prepared in bureau, major field office, department or institution.

5. Conduct important correspondence requiring determination of more involved administrative questions.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Seven years' general experience or four years' successful experience in responsible work in department in which services are required, with a minimum of two years' supervisory experience.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Resourcefulness
Ability to meet the public
Demonstrated administrative and executive ability
Tact
Honesty
Initiative
Thoroughness
Good judgment

SERVICE 11 - GRADE 23

STANDARD DUTIES

Under general administrative direction

1. Administer a large bureau, or institution which, due to responsibility, complexity, or centralization of work, entails highest executive ability or outstanding knowledge and achievement in particular field.

2. Assist in the administration of a department or institution which, due to its unusual size and complexity of work, requires the highest degree of executive ability and outstanding knowledge and achievement in particular field.

3. Formulate administrative procedure or rules; make recommendations regarding matters of departmental or institutional policy and organization; decide difficult administrative, specialized, technical, or professional problems.

4. Review and approve all reports prepared in bureau, major field offices, department or institution.

5. Conduct more important correspondence involving determination of complex administrative or technical questions.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Nine years' general experience or six years' successful experience in responsible work in department or institution in which services are required, with a minimum of four years' supervisory or administrative experience.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Reliability
Resourcefulness
Demonstrated administrative and executive ability
Tact
Initiative
Thoroughness
Good judgment
Ability to meet the public

SERVICE 11 - GRADE 24

STANDARD DUTIES

Under general administrative direction

1. Act as deputy in the administration of a department or institution which, due to its unusual size and complexity of work, requires the highest degree of executive ability and outstanding knowledge and achievement in particular field.

2. Formulate administrative procedure or rules; make recommendations regarding matters of departmental or institutional policy and organization; decide more difficult administrative, specialized, technical, or professional problems.

3. Review and approve reports prepared in department or institution.

4. Conduct highly important correspondence involving determination of more complex administrative or technical questions.

5. Administer an institution which, due to responsibility, complexity of work, and size necessitates the highest degree of executive ability and outstanding knowledge and achievement in particular field.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Eleven years' general experience or eight years' successful experience in responsible work in department in which services are required, with a minimum of six years' supervisory or administrative experience.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Discriminating judgment
Ability to meet the public
Outstanding administrative and executive ability
Tact
Honesty
Initiative
Reliability
Thoroughness

STANDARD DUTIES

Under general administrative direction

1. Act as assistant chief executive of an unusually large department or head of an institution, which due to responsibility, complexity, and centralization of work, entails highest executive ability and outstanding knowledge and achievement in particular field.

2. Formulate administrative procedure or rules; make recommendations regarding matters of departmental or institutional policy and organization; decide most difficult administrative, specialized, technical, or professional problems.

3. Review and approve reports prepared in department or institution.

4. Conduct most important correspondence involving determination of highly complex administrative or technical questions.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Thirteen years' general experience or ten years' successful experience in responsible work in department or institution in which services are required, with a minimum of eight years' administrative or executive experience.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Discriminating judgment
Ability to meet the public
Outstanding administrative and executive ability
Tact
Honesty
Initiative
Reliability
Thoroughness

SERVICE 11 - GRADE 26

STANDARD DUTIES

Under general administrative direction

1. Initiate, develop, and administer state-wide programs of most far reaching importance.

2. Formulate administrative procedure; determine policies and organization; decide most difficult, administrative, technical, or professional problems.

3. Review and approve reports; prepare treatises.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Fifteen years' general experience or twelve years' successful experience in responsible work in department or institution in which services are required, with a minimum of ten years' administrative or executive experience.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Discriminating judgment
Ability to meet the public
Outstanding administrative and executive ability
Tact
Honesty
Initiative
Reliability
Thoroughness

ACCOUNTING AND AUDITING SERVICE

SERVICE 12

This service includes positions comprising duties which involve supervision or performance of work connected with recording, examining, analyzing, interpreting, and auditing figures or devising and installing new accounting systems and procedures.

SAMPLE - [illegible] 12

STANDARD DUTIES

Under supervision

1. Perform important bookkeeping work requiring knowledge of accounting methods and double entry bookkeeping.

2. Maintain accounting records of a small department or institution or receipts and disbursements accounts of a large accounting organization.

3. Assist in examining accounts, reports, and statements.

4. Conduct correspondence relating to accounting subjects.

5. Examine payrolls of industries.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' special training in bookkeeping and accounting practices.

3. Two years' general experience in bookkeeping and clerical work, or one year's successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Accuracy
Industry
Neatness
Carefulness
Orderliness
Courteousness
Good penmanship
Satisfactory physical condition

SERVICE 12 - GRADE 16

STANDARD DUTIES

Under supervision

1. Perform involved bookkeeping work requiring knowledge and experience in accounting methods and double entry bookkeeping.

2. Maintain accounting records of a department or institution or involved receipts and disbursements accounts for a large accounting organization.

3. Assist in examining accounts, statements, and reports or personally handle routine cases.

4. Conduct correspondence relating to important accounting subjects.

5. Examine payrolls of large industries, instruct other examiners.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' special training in bookkeeping and accounting practices.

3. Three years' general experience in bookkeeping and clerical work, or two years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Accuracy
Industry
Thoroughness
Carefulness
Reliability

SERVICE 12 - GRADE 17

STANDARD DUTIES

Under general supervision

1. Direct a group of bookkeepers.

2. Maintain involved accounting records of a small department or institution or more involved receipts and disbursements accounts for a large accounting organization.

3. Examine accounts or review and analyze reports and statements.

4. Assist in organizing or improving accounting systems; or investigate accounting methods.

5. Conduct correspondence involving determination of important accounting problems.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' special training in bookkeeping and accounting practices.

3. Four years' general experience, or three years' successful experience in department in which services are required with a minimum of one year's experience in accounting and bookkeeping.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Accuracy
Neatness
Courtesy
Good judgment
Minor supervisory ability

SERVICE [illegible] - [illegible] 13

STANDARD DUTIES

Under general supervision

1. Direct a large group of bookkeepers or be responsible for certain phases of accounting activities.

2. Examine more involved accounts; or direct a small examining force; or review and analyze important reports and statements; or prepare financial statements.

3. Maintain more involved accounting records of a department or institution or highly involved receipts and disbursements accounts of a large accounting organization.

4. Organize and improve accounting systems; investigate involved accounting methods.

5. Conduct correspondence involving technical determination of accounting methods.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' special training in bookkeeping and accounting practices.

3. Five years' general experience or four years' successful experience in department in which services are required, with a minimum of two years' accounting and bookkeeping experience.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Accuracy
Reliability
Good judgment
Thoroughness
Courteousness
Supervisory ability

SERVICE 12 - GRADE 19

STANDARD DUTIES

Under direction

1. Direct a group of accountants maintaining accounting records of a department or large institution or be responsible for most involved accounts of a large accounting organization.

2. Examine highly involved accounts; or direct an examining force; or review and analyze involved reports and statements.

3. Organize and improve involved accounting methods; investigate more involved accounting methods; or furnish critical advice upon accounting policies.

4. Conduct correspondence involving technical determination of important accounting problems.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' special training in bookkeeping and accounting practices.

3. Six years' general experience or four years' successful experience in department in which services are required, with a minimum of three years' accounting and bookkeeping experience.

STANDARD PERSONAL QUALIFICATIONS

Honesty	Tact
Accuracy	Thoroughness
Trustworthiness	Good judgment
Ability to meet the public	Supervisory ability

SERVICE 12 - GRADE 20

STANDARD DUTIES

Under general direction

1. Direct a group of accountants maintaining accounting records of a large department requiring technical skill or be responsible for more involved receipts and disbursements accounts.

2. Examine most involved accounts; direct a large examining force; or review and analyze more involved reports and statements.

3. Assist in devising and installing accounting systems and office procedures; or investigate complex accounting methods; or furnish critical advice upon important accounting policies.

4. Conduct correspondence involving technical determination of more important accounting problems.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' special training in bookkeeping and accounting practices.

3. Six years' general experience or four years' successful experience in department in which services are required, with a minimum of three years' accounting and bookkeeping experience.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Accuracy
Good judgment
Administrative and supervisory ability
Energy
Reliability
Ability to meet the public

SERVICE 12 - GRADE 21

STANDARD DUTIES

Under general direction

1. Direct a group of accountants maintaining accounting records of a large department involving highly technical skill; or assist in the administration of accounting system of a large department.

2. Direct examinations of highly involved accounts and reports; or personally perform most involved examinations; review and analyze most involved reports and statements.

3. Assist in devising and installing involved accounting systems and office procedures; or investigate more complex accounting methods; or furnish expert and critical advice upon involved accounting policies.

4. Conduct correspondence involving technical determination of highly important accounting problems.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' special training in bookkeeping and accounting practices.

3. Seven years' general experience or five years' successful experience in department in which services are required, with a minimum of four years' accounting and bookkeeping experience.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Discriminating judgment
Ability to meet the public
Business, administrative, and supervisory ability
Honesty
Accuracy
Initiative
Reliability

SERVICE 12 - GRADE 22

STANDARD DUTIES

Under general administrative direction

1. Direct a group of accountants maintaining accounting records of a very large department.

2. Direct examination of most involved accounts and reports.

3. Devise and install all types of accounting systems and office procedures or direct the investigation of accounting methods.

4. Act as consulting specialist on important accounting technicalities.

5. Conduct correspondence involving technical determination of most important accounting problems.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' special training in bookkeeping and accounting practices.

3. Seven years' general experience or five years' successful experience in department in which services are required with a minimum of four years' accounting and bookkeeping experience.

STANDARD PERSONAL QUALIFICATIONS

Initiative
Discriminating judgment
Ability to meet the public
Business, administrative, and supervisory ability

Tact
Honesty
Accuracy
Reliability
Resourcefulness

INVESTIGATION AND INSPECTIONAL SERVICE

SERVICE 13

This service includes positions comprising duties which entail collecting and reporting of facts upon which further research or official recommendations or action may be based; or determining degree of compliance with existing laws and regulations; or supervising employes engaged in similar work.

SERVICE 13 - GRADE 14

STANDARD DUTIES

Under immediate supervision

1. Inspect details of general operations or conditions; prepare reports.

2. Make routine investigations.

3. Note compliance with terms of contracts, laws, etc.

4. Make tentative recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' general experience with a minimum of one year's experience in investigational and inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Tact
Accuracy
Reliability
Thoroughness
Analytical ability
Good physical condition
Ability to meet the public

SERVICE 13 - GRADE 15

STANDARD DUTIES

Under immediate supervision

1. Perform routine inspectional or investigational work of less complicated or difficult nature following established plans, regulations, and methods.

2. Compile reports of findings.

3. Make tentative recommendations on cases investigated.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' general experience or two years' successful experience in department in which services are required, with a minimum of two years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Tact
Accuracy
Industry
Reliability
Thoroughness
Honesty
Analytical ability
Good physical condition
Ability to meet the public

SERVICE 13 - GRADE 16

STANDARD DUTIES

Under supervision

1. Perform routine inspectional or investigational work of more complicated or difficult nature following established plans, regulations, and methods.

2. Compile reports of findings.

3. Make tentative recommendations on cases investigated.

4. Investigate and enforce proper health and sanitation laws and regulations.

5. Supervise a small group of investigators or inspectors; instruct new employes.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' general experience or three years' successful experience in department in which services are required, with a minimum of three years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Tact
Honesty
Accuracy
Industry
Reliability
Thoroughness
Good judgment
Analytical ability
Good physical condition
Ability to meet the public

SERVICE 13 - GRADE 17

STANDARD DUTIES

Under general supervision

1. Conduct investigations or inspections involving responsibility for initiating and developing details of plans and regulations; or assist in investigations or inspections involving specialized knowledge or broad experience.

2. Assume responsibility for a small field force.

3. Compile reports of findings.

4. Make recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' general experience or four years' successful experience in department in which services are required, with a minimum of four years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Industry
Accuracy
Thoroughness
Good judgment
Trustworthiness
Ability to meet the public
Tact
Honesty
Courteousness
Analytical ability
Satisfactory physical condition

SERVICE 13 - GRADE 18

STANDARD DUTIES

Under direction

1. Conduct investigations or inspections involving specialized knowledge and wide experience.

2. Assume entire responsibility for a small field force; or assist in supervision and administration of a large field and office force engaged in investigational or inspectional work.

3. Compile detailed reports of findings, review reports.

4. Make recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Six years' general experience or five years' successful experience in department in which services are required, with a minimum of five years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Courteousness
Good judgment
Trustworthiness
Analytical ability
Supervisory ability
Ability to meet the public
Tact
Honesty
Industry
Accuracy
Initiative
Reliability

SERVICE 13 - GRADE 19

STANDARD DUTIES

Under general direction

1. Assume entire responsibility for a large field and office force engaged in investigational and inspectional work or assist administrator of a large force.

2. Conduct responsible investigations or inspections of an unusual or complex nature requiring special demonstrated ability in field work.

3. Review reports; compile detailed reports of complicated findings.

4. Make recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Seven years' general experience or six years' successful experience in department in which services are required, with a minimum of six years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Good judgment
Trustworthiness
Analytical ability
Business, administrative, and supervisory ability
Ability to meet the public
Tact
Honesty
Accuracy
Industry
Initiative
Reliability

SERVICE 13 - GRADE 20

STANDARD DUTIES

Under general direction

1. Assume entire responsibility for an important field and office force engaged in investigational and inspectional work or assist administrator of a large force.

2. Perform inspectional or investigational work of marked difficulty, importance, or responsibility along specialized lines.

3. Review reports; compile detailed reports of complicated findings.

4. Make recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Eight years' general experience or seven years' successful experience in department in which services are required, with a minimum of seven years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Good judgment
Trustworthiness
Analytical ability
Business, administrative, and supervisory ability
Ability to meet the public
Tact
Honesty
Accuracy
Industry
Thoroughness
Reliability

SERVICE 13 - GRADE 21

STANDARD DUTIES

Under general administrative direction

1. Assume entire responsibility for most important field and office force engaged in complex investigational and inspectional work.

2. Perform inspectional or investigational work of unusual difficulty, importance, or responsibility along specialized lines.

3. Review reports; compile detailed reports of complicated findings.

4. Make recommendations on cases investigated.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Nine years' general experience or eight years' successful experience in department in which services are required, with a minimum of eight years' experience in investigational or inspectional work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Trustworthiness
Analytical ability
Business, administrative, and supervisory ability
Ability to meet the public
Tact
Honesty
Initiative
Reliability
Good judgment

PROFESSIONAL, SCIENTIFIC, OR TECHNICAL SERVICE

SERVICE 21

This service includes positions comprising routine, advisory, administrative, or research work based upon established principles of a profession or science, or requiring primarily a specialized knowledge of certain phases of business, industry, or finance.

[illegible]

(This grade is provided for students and carries no definite salary range)

STANDARD DUTIES

Under immediate supervision.

1. Receive practical and theoretical instructions prerequisite to entering a profession.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Reliability
Good judgment
Ability to receive and follow instructions

Tact
Patience
Exactness
Carefulness

SERVICE 21 - GRADE 11

STANDARD DUTIES

Under immediate supervision

1. Act as laboratory cleaner.
2. Perform routine subordinate work of pre-professional character.
3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Reliability
Good judgment
Ability to receive and follow instructions
Tact
Patience
Exactness
Carefulness

SERVICE 21 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Assist in the performance of routine subordinate work of a professional or scientific character.

2. Assist in the most elementary laboratory work; or serve as diener in laboratory handling infectious diseases.

3. Render first-aid treatments and perform routine nursing in a medical relief room.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Carefulness
Ability to receive and follow instructions
Patience
Industry
Exactness
Good judgment

SERVICE 21 - GRADE 13

STANDARD DUTIES

Under immediate supervision

1. Assist in the performance of routine subordinate work of a professional, scientific, or technical character.

2. Assist in routine chemical, biological, and physical laboratory work or occupational therapy.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Thoroughness
Dependability
Ability to receive and follow instructions
Patience
Industry
Exactness
Carefulness
Good judgment

SERVICE 21 - GRADE 14

STANDARD DUTIES

Under immediate supervision

1. Perform elementary subordinate work of a professional, scientific, or technical character allowing little or no latitute for exercise of independent judgment.

2. Assist in routine laboratory or experimental work in physical, biological or chemical sciences.

3. Perform professional nursing of a general character.

4. Give hydrotherapy treatments.

5. Supervise patients engaged in occupational therapy.

6. Perform elementary duties of social worker.

7. Perform routine work in hospital laboratory.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Three years' experience in related work.

b. Nursing
   (1) Graduation from a three-year nursing course in a recognized school for training of nurses.
   (2) Registration by State Board of Registration for Nurses.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Carefulness
Thoroughness
Ability to receive and follow instructions
Patience
Industry
Exactness
Alertness
Good judgment

SERVICE 21 - GRADE 15

STANDARD DUTIES

Under supervision

1. Perform routine subordinate work of a professional, scientific, or technical character allowing limited latitude for exercise of independent judgment.

2. Assist in laboratory or experimental work in physical, biological, or chemical sciences.

3. Perform supervisory, specialized, or more important nursing work in a hospital.

4. Perform nursing in the public health field, or in an institution for communicable diseases, or in a mental institution.

5. Perform routine duties of social worker.

6. Instruct patients engaged in occupational therapy.

7. Administer therapy treatments under direction of physician.

8. Assist in medical work under direction of a licensed physician.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Professional, scientific, or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.

b. Nursing
   (1) Graduation from a three-year nursing course in a recognized school for training of nurses.
   (2) One year's experience in specialized nursing.
   (3) Registration by State Board of Registration for Nurses.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Thoroughness
Good judgment
Ability to receive and follow instructions
Patience
Industry
Alertness
Exactness

SERVICE 21 - GRADE 16

STANDARD DUTIES

Under supervision

1. Perform somewhat difficult subordinate work of a professional, scientific, or technical character allowing moderate latitude for exercise of independent judgment.
2. Carry out simple laboratory and experimental work in physical, biological, and chemical sciences.
3. Assist in supervision or instruction of a group of nurses or supervise a group of nurses performing specialized work, or perform highly specialized work personally under direction of physician.
4. Perform specialized duties of social workers.
5. Assist in promoting public interest in health and sanitary conditions through bulletins, circulars, or speeches.
6. Direct the work of occupational therapy; recommend types of work for patients.
7. Engage in research studies of pre-professional character in specialized field.
8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) One year's experience in specialized field.

b. Nursing
   (1) Graduation from a three-year nursing course in a recognized school for training of nurses.
   (2) Two years' experience in nursing or graduation with a degree from a college or university of recognized standing.
   (3) Registration by State Board of Registration for Nurses.

STANDARD PERSONAL QUALIFICATIONS

Industry
Patience
Thoroughness
Resourcefulness
Alertness
Carefulness
Good judgment
Dependability

SERVICE 21 - GRADE 17

STANDARD DUTIES

Under supervision

1. Perform difficult subordinate work of a professional, scientific, or technical character; conduct investigations of commensurate importance, or engage in elementary work requiring professional or scientific training.
2. Conduct laboratory and experimental work in physical, biological, and chemical sciences.
3. Supervise a group of nurses, or be responsible for institutional health and development of popular hygiene.
4. Perform duties of specialized social workers, community organizers, psychologists, etc.
5. Assist in medical or dental work, or handle simple cases personally under direction of licensed physician or dentist.
6. Direct the work of large occupational therapy group; recommend types of work for patients; order supplies.
7. Instruct nurses or assist in supervision of all nursing activities.
8. Promote interest in health and sanitary conditions through speeches, bulletins and circulars.
9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Two years' experience in specialized field.

b. Nursing
   (1) Graduation from a three-year nursing course in a recognized school for training of nurses.
   (2) Three years' experience in nursing or graduation with a degree from a college or university of recognized standing, and one year's experience.

c. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated

STANDARD PERSONAL QUALIFICATIONS

Dependability	Patience
Good judgment	Industry
Resourcefulness	Alertness
Analytical ability	Initiative
Ability to meet the public	Carefulness
Ability to work with others	Thoroughness

SERVICE 21 - GRADE 18

STANDARD DUTIES

Under direction

1. Perform important and somewhat difficult routine work requiring professional, scientific, or technical training or perform responsible work requiring initiative, judgment, and professional experience; or act as consultant on work of commensurate importance.
2. Conduct general diagnostical, laboratory, and experimental work in physical, biological, and chemical sciences.
3. Perform general duties of specialized social workers, community organizers, psychologists, etc., or direct a small group of persons engaged in similar activities.
4. Investigate standards of work in welfare institutions and agencies, and social work in communities; make reports and recommendations.
5. Give dental or medical treatments in routine cases.
6. Investigate and treat poultry and live-stock diseases; counsel with practising veterinarians in prevention and control of diseases.
7. Supervise all nursing work in a hospital, or assist in supervising specialized nurses.
8. Plan and supervise nurses' training course for large number of student or affiliate nurses.
9. Promote public interest in health, sanitary conditions and community organizations, etc., through bulletins, circulars, speeches, and conferences.
10. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Three years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) State licensure or registration.

c. Nursing

(1) Graduation from a three-year nursing course in a recognized school for training of nurses.

(2) Graduation with a degree from a college or university of recognized standing.

(3) Registration by State Board of Registration for Nurses.

(4) Two years' experience in nursing.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness	Patience
Resourcefulness	Industry
Analytical ability	Initiative
Ability to meet the public	Good judgment
Ability to cooperate with others	Dependability

SERVICE 21 - GRADE 19

STANDARD DUTIES

Under direction

1. Perform responsible work of moderate difficulty and importance requiring professional, scientific, or technical training; or act as specialist on work of commensurate importance.
2. Conduct important diagnostical field or laboratory and experimental work in physical, biological, chemical and social sciences.
3. Perform more important duties of specialized social workers, community organizers, psychologists, etc., or direct a group of persons engaged in similar activities.
4. Investigate and assist in establishing standards of work in welfare institutions and agencies, and social work in communities; make reports and recommendations.
5. Give general medical care.
6. Conduct scientific investigational research work in disease of live stock, poultry, or plant life.
7. Promote public interest in health, sanitary conditions, community organizations, methods and standards of welfare work, etc., through bulletins, circulars, speeches, conferences, and institutes.
8. Direct all nursing activities in an institution employing specialized graduate nurses.
9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Four years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science.
   (3) One year's professional experience.
   (4) State licensure or registration.

c. Nursing

(1) Graduation from a three-year nursing course in a recognized school for training of nurses.

(2) Graduation with a degree from a college or university of recognized standing.

(3) Three years' experience in nursing, at least two of which shall have been in responsible charge of nursing service in an institution or hospital.

(4) Registration by State Board of Registration for Nurses.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness	Tact
Resourcefulness	Industry
Analytical ability	Initiative
Ability to meet the public	Good judgment
Ability to cooperate with others	

SERVICE 21 - GRADE 20

STANDARD DUTIES

Under general direction

1. Perform responsible work of considerable difficulty and importance requiring professional, scientific, or technical training; or act as consulting specialist on work of commensurate importance, or supervise professional, scientific, or technical activities.
2. Plan and supervise extended series of experiments and research covering diverse subjects in physical, biological, chemical, or social science.
3. Perform most important duties of specialized social workers, community organizers, psychologists, etc.
4. Investigate conditions and methods of social work, community organization, and welfare work; recommend standards of work.
5. Perform specialized medical, social, psychiatric, or psychological service in research, practice, or administration; or be responsible for the administration and professional activities of clinics, or health promoting organizations.
6. Direct scientific investigational research work in diseases of live stock, poultry, and plant life.
7. Promote public interest in health, sanitary conditions, social welfare, scientific, and technical subjects, etc., through bulletins, circulars, speeches, conferences, and institutes.
8. Direct all nursing activities in an institution employing a large number of specialized nurses.
9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Five years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) Three years' professional experience.
   (4) State licensure or registration.

c. Nursing

(1) Graduation from a three-year nursing course in a recognized school for training nurses.

(2) Graduation with a degree from a college or university of recognized standing.

(3) Four years' experience in nursing, at least two of which shall have been in responsible charge of nursing service in an institution or hospital.

(4) Registration by State Board of Registration for Nurses

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Resourcefulness
Analytical ability
Ability to meet the public
Ability to cooperate with others
Tact
Industry
Initiative
Good judgment

SERVICE 21 - GRADE 21

STANDARD DUTIES

Under general direction

1. Perform responsible work of marked difficulty and importance requiring professional, scientific, or technical training; or act as consulting specialist on work of commensurate importance.
2. Plan and assist in direction of extended diagnostical and experimental researches in physical, biological, chemical, or social science.
3. Direct work of social workers, psychologists community organizers, etc..
4. Perform specialized medical, social, psychiatric, or psychological services in research, practice, or administration.
5. Be responsible for administration and professional activities of clinics, or an organization engaged in the promotion of health.
6. Promote public interest in health, sanitary conditions, social welfare, scientific, and technical subjects, etc., through bulletins, circulars, or speeches.
7. Perform other work as required.

MINIMUM QUALIFICATION - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Six years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) Four years' professional experience.
   (4) State licensure or registration.

STANDARD PERSONAL QUALIFICATIONS

Dependability
Resourcefulness
Ability to meet the public
Ability to work with others
Analytical and constructive ability
Administrative and executive ability
Tact
Poise
Industry
Initiative
Thoroughness
Good judgment

SERVICE 21 - GRADE 22

STANDARD DUTIES

Under general direction

1. Direct important and difficult work requiring professional, scientific, or technical training; or act as consulting specialist on work of commensurate importance.
2. Plan and direct extended diagnostical and experimental researches in physical, biological, chemical, and social sciences.
3. Direct administration of an organization dealing with important professional, social, scientific, or technical problems.
4. Plan and conduct epidemiologic investigations of communicable diseases.
5. Promote public interest in health, sanitary conditions, social welfare, scientific, and technical subjects through bulletins, circulars, or speeches.
6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Seven years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) Five years' professional experience.
   (4) State licensure or registration.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Resourcefulness
Analytical and constructive ability
Administrative and executive ability
Tact
Initiative
Reliability
Good judgment

SERVICE 21 - GRADE 23

STANDARD DUTIES

Under general administrative direction

1. Direct highly important and difficult work requiring professional, scientific, or technical training, or act as consulting specialist on work of commensurate importance.
2. Direct administration of an important organization dealing with complex professional, social, scientific, or technical problems.
3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Eight years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) Six years' professional experience.
   (4) State licensure or registration.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Good judgment
Resourcefulness
Administrative and executive ability
Tact
Initiative
Reliability

SERVICE 21 - GRADE 24

STANDARD DUTIES

Under general administrative direction

1. Direct most important and difficult work requiring professional, scientific, or technical training, or personally perform work of outstanding difficulty, importance, and responsibility; or act as consulting specialist on work of commensurate importance.
2. Direct administration and professional activities of clinics, or work of psychiatrists and psychologists.
3. Make expert examinations to detect mental diseases and defects.
4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

Graduation from an accredited high school or equivalent.

a. Scientific or technical
   (1) Graduation with a degree from a college or university of recognized standing or equivalent.
   (2) Nine years' experience in specialized field.

b. Professional
   (1) Graduation with a degree from a college or university of recognized standing.
   (2) Doctor's degree in field or branch of science designated.
   (3) Seven years' professional experience.
   (4) State licensure or registration.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Ability to meet the public
Analytical and constructive ability
Administrative and executive ability
Tact
Poise
Initiative
Reliability

ENGINEERING SERVICE

SERVICE 22

This service includes positions comprising supervision or performance of work involved in the application of the principles of science to the design, construction, operation, and maintenance of projects, or to the extraction of minerals from the earth and their conversion to industrial use.

SERVICE 22 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Perform routine mechanical or manual engineering tasks.
2. Prepare to scale simple drawings; assist in plotting cross-sections and computing field notes.
3. Act as chainman in survey party.
4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Willingness
Ability to receive and follow instructions
Good physical condition
Industry
Accuracy
Alertness
Carefulness

SERVICE 22 - GRADE 13

STANDARD DUTIES

Under immediate supervision

1. Perform work of average difficulty in engineering drafting; plot cross-sections.

2. Prepare computations of minor importance for engineering or construction projects.

3. Act as level rodman or head chainman in survey party; or assist in the operation, care, and adjustment of surveying instruments.

4. Assist in the inspection of specific major operations in connection with construction or engineering work and in the sampling and field testing of materials.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Willingness
Carefulness
Ability to receive and follow instructions
Good physical condition
Industry
Neatness
Accuracy
Alertness

SERVICE 22 - GRADE 14

STANDARD DUTIES

Under supervision

1. Perform somewhat difficult and responsible work in engineering drafting, tracing and lettering.

2. Prepare computations and estimates of minor importance for engineering or construction projects.

3. Inspect and be responsible for satisfactory execution of specific operations in construction or engineering work; or sample and field test materials; or prepare reports and records.

4. Assist in routine engineering work in investigation and correction of water supply, sewage and related problems.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Carefulness
Reliability
Thoroughness
Good physical condition
Neatness
Industry
Accuracy
Exactness

SERVICE 22 - GRADE 15

STANDARD DUTIES

Under supervision

1. Perform difficult and responsible work in engineering drafting, tracing and lettering.

2. Compute and check dimensions; prepare bills of materials; assist in preparation and computation of estimates.

3. Be responsible for the operation, adjustment, and care of surveying instruments required in running lines and levels, and taking measurements.

4. Inspect and be responsible for satisfactory execution of important specific operations in construction or engineering work; or assume charge of inspection on all but major projects; prepare reports and records; or sample and field test materials.

5. Perform routine engineering work in investigation, and correction of water supply, sewage, and related problems.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Exactness	Accuracy
Reliability	Neatness
Thoroughness	Industry
Good physical condition	Alertness

SERVICE 22 - GRADE 16

STANDARD DUTIES

Under supervision

1. Supervise activities of a group of draftsmen; perform difficult and important work in engineering drafting, tracing and lettering; or develop details; or check plans prepared by outside architects or engineers.

2. Prepare bills of material and estimates for ordinary construction or engineering work.

3. Direct a survey corps in selecting and running lines, levels, and taking measurements on minor surveys.

4. Inspect and be responsible for satisfactory execution of construction or engineering work including the preparation of reports and records; direct activities of inspectional employes.

5. Perform engineering work in investigation, and correction of water supply, sewage, and related problems.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Thoroughness
Technical skill
Supervisory ability
Good physical condition
Neatness
Accuracy
Exactness
Alertness

SERVICE 22 - GRADE 17

STANDARD DUTIES

Under general supervision

1. Supervise construction or engineering projects in field or assist in supervision of difficult construction or engineering projects; prepare reports.

2. Perform responsible and difficult work in engineering drafting or design tracing and lettering; develop details; or assist in supervising operations of large drafting room; or design simple structures.

3. Prepare bills of materials and estimates for construction or engineering work.

4. Assist in important engineering work in investigation and correction of water supply, sewage, and related problems.

5. Assist in highway maintenance operations in assigned portion of a county.

6. Make laboratory or physical field tests of apparatus, material, or processes in connection with civil engineering work.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in engineering from an institution of recognized standing or equivalent.

3. Two years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness	Accuracy
Good judgment	Alertness
Technical skill	Exactness
Supervisory ability	Reliability

SERVICE 22 - GRADE 18

STANDARD DUTIES

Under general supervision

1. Perform important routine work in the investigation or development of engineering projects, or in design, construction, inspection, testing, operation, and maintenance of engineering projects.

2. Supervise operations of a drafting room; develop scale drawings and scale details for engineering or architectural draftings; make tracings; investigate and report on local conditions.

3. Supervise difficult construction or engineering projects in the field.

4. Assist in performing responsible field engineering work in connection with water supply, sewage, and related problems.

5. Have charge of highway maintenance operations in a less important maintenance district.

6. Carry out and report upon engineering research work.

7. Advise local authorities on highway matters.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in engineering from an institution of recognized standing or equivalent.

3. Three years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Good judgment
Technical aptitude
Supervisory ability
Accuracy
Exactness
Reliability

SERVICE 22 - GRADE 19

STANDARD DUTIES

Under direction

1. Perform difficult and important work in the investigation or development of engineering projects or in design, construction, inspection, testing, operation, and maintenance of engineering projects; or act as consulting engineer along similar lines.

2. Perform most difficult and responsible work in engineering drafting; supervise operations of a large drafting room.

3. Be responsible for field engineering work in connection with water supply, sewage, and related problems.

4. Have charge of highway maintenance operations in an important maintenance district.

5. Conduct and report upon important engineering research work.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in engineering from an institution of recognized standing or equivalent.

3. Four years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Technical aptitude
Supervisory ability
Ability to meet the public
Analytical and constructive ability

Accuracy
Initiative
Reliability
Good judgment

SERVICE 22 - GRADE 20

STANDARD DUTIES

Under direction

1. Perform more difficult, important, and responsible professional work in the investigation or development of engineering projects or in the design, construction, inspection, testing, operation, cost, or maintenance of engineering works or equipment; or act as consulting engineer along similar lines.

2. Supervise a large group of engineering draftsmen; perform most difficult and responsible work.

3. Conduct surveys of rivers; prepare reports; or be responsible for important field engineering work in connection with water supply, sewage, and related problems.

4. Conduct engineering studies involving the elimination of grade crossings.

5. Conduct and report upon involved engineering research work.

6. Be responsible for all maintenance or construction work in a district.

7. Develop plans and designs of buildings; apply scientific and practical data to architectural projects.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in engineering from an institution of recognized standing or equivalent.

3. Five years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Technical aptitude
Supervisory ability
Ability to meet the public
Analytical and constructive ability
Accuracy
Initiative
Reliability
Good judgment

STANDARD DUTIES

Under direction

1. Perform unusually difficult, important, and responsible professional work in the investigation or development of engineering projects or in the design, construction, inspection, testing, operation, cost, or maintenance of engineering works or equipment; or act as consulting engineer along similar lines.

2. Develop plans and designs of buildings; perform important architectural research work; apply scientific and practical data to architectural projects.

3. Be responsible for reports, estimates, designs, specifications, and data, or for the construction, maintenance, and operation of large structural engineering projects.

4. Direct engineering operations involving elimination of grade crossings and other related safety projects.

5. Assist in the direction of all maintenance and construction work in a district.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree in engineering from an institution of recognized standing.

3. Six years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Technical aptitude
Supervisory ability
Ability to meet the public
Analytical and constructive ability
Accuracy
Initiative
Reliability
Resourcefulness

SERVICE 22 - GRADE 22

STANDARD DUTIES

Under general administrative direction

1. Direct important engineering projects; select types and approve plans for construction; supervise maintenance of engineering projects.

2. Direct and perform comprehensive research in engineering projects.

3. Act as specialist on engineering problems, construction or maintenance work, policies, or valuation.

4. Direct all maintenance and construction work in a district.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree in engineering from an institution of recognized standing.

3. Seven years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Technical aptitude
Supervisory ability
Ability to meet the public
Analytical and constructive ability
Accuracy
Initiative
Originality
Reliability

SERVICE 22 - GRADE 23

STANDARD DUTIES

Under general administrative direction

1. Direct engineering projects of major importance; approve selected types and plans for construction.

2. Direct difficult and comprehensive research in engineering projects.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree in engineering from an institution of recognized standing.

3. Nine years' experience in related work.

4. Registration by State Board for all positions carrying title of engineer.

STANDARD PERSONAL QUALIFICATIONS

Technical aptitude
Ability to meet the public
Analytical and constructive ability
Administrative and executive ability
Accuracy
Initiative
Reliability
Resourcefulness

LEGAL SERVICE

SERVICE 23

This service includes positions comprising duties requiring professional knowledge of law or specialized knowledge of particular laws, regulations, or departmental practices.

The attorneys comprising the staff of the Attorney General shall be graded in accordance with the positions filled. It is not to be understood that such grading should in any manner be construed to set a rating on the capabilities of such individuals as to their standing in the department or before the public, but is intended to serve as a classification for payroll purpose only.

Deputy Attorneys General, Special Deputy Attorneys General, and Assistant Deputy Attorneys General are not required to devote all of their time to their public work, and may handle private business if it does not conflict with the performance of their duties for the state, and if it is not adverse to the state's interest. Deputies and Assistant Deputies who, in fact, devote full time to their state work are entitled to be compensated on the basis of this classification without reduction. Others may receive such compensation below the classification as the Attorney General shall fix with the approval of the Governor.

Deputy Attorneys General, Special Deputy Attorneys General, Assistant Deputy Attorneys General, and all other attorneys, including, among others, counsel for closed state banks and building and loan associations in liquidation, appointed to the Legal Service of the Commonwealth of Pennsylvania by the Attorney General on a salary basis may not practice before administrative departments, boards or commissions of the state government, including the Workmen's Compensation Board or Referees in those cases where either the Commonwealth or the State Workmen's Insurance Fund is an adverse party either directly or indirectly; nor shall such appointees of the Attorney General represent defendants in any proceedings instituted in the name of the Commonwealth for the commission of a felony, misdemeanor, summary offense, or any other crime. The restrictions herein contained do not apply in any way to Special Deputy Attorneys General or other attorneys not on a salary basis who are retained for a particular case or cases, and compensated on a fee basis.

Deputy Attorneys General, Special Deputy Attorneys General, Assistant Deputy Attorneys General and all other attorneys, including, among others, counsel for closed state banks and building and loan associations in liquidation, appointed to the Legal Service of the Commonwealth of Pennsylvania by the Attorney General on a salary

basis shall not be members in, nor share in the profits of, any partnership or firm which engages in practice before administrative departments, boards or commissions of the state government, or represents defendants in criminal proceedings.

No appointment may be made under the Legal Service except by the Attorney General or with his approval.

SERVICE 23 - GRADE 14

STANDARD DUTIES

Under immediate supervision

1. Assist in preparing drafts of legal opinions, briefs, or tentative decisions in simple cases.

2. Collect authorities and decisions; look up simple questions of law.

3. Assist with initial examination of claims, contracts, documents, or reports.

4. Check simple returns as a step in adjudication.

5. Handle correspondence commensurate with other duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. One year's attendance at law school; or experience in law work in reputable law office.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Good judgment
Resourcefulness
Analytical and constructive ability
Honesty
Industry
Accuracy
Initiative

SERVICE 23 - GRADE 15

STANDARD DUTIES

Under supervision

1. Assist in preparing drafts of legal opinions, briefs, or tentative decisions.

2. Collect authorities and decisions in involved cases; look up involved questions of law.

3. Examine initially claims, contracts, documents or reports.

4. Make tentative findings upon cases of simple character involving office rules and regulations.

5. Handle correspondence commensurate with other duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Two years' attendance at law school; or registered student of law in a law office in Pennsylvania for two years.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Good judgment
Resourcefulness
Analytical and constructive ability
Honesty
Industry
Accuracy
Initiative

SERVICE 23 - GRADE 16

STANDARD DUTIES

Under general supervision

1. Prepare tentative digests of opinions, briefs, and judicial decisions of a simple nature.

2. Collect authorities and decisions in complicated cases; look up more involved questions of law.

3. Pass judgment upon claims, contracts, documents, or reports.

4. Investigate and abstract titles to land.

5. Handle correspondence commensurate with other duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school; or registered student of law in a law office in Pennsylvania for three or more years.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Good judgment
Resourcefulness
Ability to meet the public
Analytical and constructive ability
Accuracy
Industry
Integrity
Initiative

SERVICE 23 - GRADE 17

STANDARD DUTIES

Under general supervision

1. Prepare tentative digests of opinions, briefs, and judicial decisions.

2. Collect authorities and decisions in markedly complex cases.

3. Prepare or examine as to sufficiency, legality, or validity, legal papers of a simple nature.

4. Investigate and abstract titles in complex cases.

5. Handle correspondence commensurate with other duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. One year's experience in legal work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Good judgment
Trustworthiness
Resourcefulness
Ability to meet the public
Analytical and constructive ability
Tact
Accuracy
Integrity
Initiative
Carefulness

SERVICE 23 - GRADE 18

STANDARD DUTIES

Under direction

1. Prepare digests of opinions, briefs, and judicial decisions.
2. Search for, interpret, and apply laws, court decisions, or authorities.
3. Prepare or pass upon sufficiency, legality, or validity of legal papers.
4. Submit critical advice on rules, regulations, and laws.
5. Prepare pleadings, indictments, or other court papers in connection with suits, trials, or other legal action.
6. Conduct or assist in prosecution or defense of suits or trials.
7. Handle correspondence commensurate with other duties.
8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.
2. Graduation with a degree from a college or university of recognized standing or equivalent.
3. Graduation from a recognized law school or equivalent.
4. Two years' experience in responsible legal work.
5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Trustworthiness
Judicial temperament
Ability to meet the public
Analytical and constructive ability
Tact
Integrity
Initiative
Good judgment

SERVICE 23 - GRADE 19

STANDARD DUTIES

Under direction

1. Perform assigned legal work of important character involving questions of law, evidence, and fact.

2. Prepare drafts or digests of opinions, briefs, tentative judicial decisions, or other legal papers.

3. Interpret and apply laws, court decisions, or other authorities.

4. Consult with, advise, or assist others in handling legal matters.

5. Prepare pleadings, indictments, or other court papers for prosecution or defense of suits, trials, or other legal action and conduct or assist in conducting such actions.

6. Conduct legal investigations or hearings; or assist in conducting suits, actions, or hearings.

7. Handle correspondence commensurate with other duties.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Three years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Trustworthiness
Judicial temperament
Clear and logical diction
Ability to meet the public
Analytical and constructive ability
Tact
Integrity
Initiative
Good judgment
Resourcefulness

SERVICE 23 - GRADE 20

STANDARD DUTIES

Under direction

1. Perform important or difficult legal work involving general independence in procedure and in examination and consideration of important questions of law, evidence and fact duly presented.

2. Prepare drafts of opinions, briefs, judicial decisions, and other legal papers or pleadings, indictments, and other court papers in prosecution of suits, trials, or other legal actions brought by or against the Commonwealth.

3. Advise or assist superiors in dealing with important legal matters.

4. Direct or conduct suits, actions, or hearings.

5. Act as specialist in specific branches of law and assume general charge of actions taken thereunder.

6. Handle correspondence commensurate with other duties.

7. Perform other legal work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Four years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Judicial temperament
Clear and logical diction
Ability to meet the public
Analytical and constructive ability
Integrity
Initiative
Reliability
Good judgment

SERVICE 23 - GRADE 21

STANDARD DUTIES

Under general direction

1. Perform more important or difficult legal work involving independence in procedure and in examination and consideration of involved questions of law, evidence, and fact duly presented.

2. Prepare opinions, briefs, and decisions in important matters and pass on those prepared by others.

3. Advise or assist superiors in dealing with more important legal matters.

4. Direct or conduct important suits, actions, or hearings.

5. Act as specialist in specific branches of law and assume general charge of actions taken thereunder; handle legal work for a department.

6. Handle correspondence commensurate with other duties.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Six years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Judicial temperament
Clear and logical diction
Ability to meet the public
Analytical and constructive ability
Integrity
Reliability
Good judgment
Resourcefulness

SERVICE 23 - GRADE 22

STANDARD DUTIES

Under general administrative direction

1. Perform highly important or difficult legal work involving independence in procedure and in examination and consideration of more involved questions of law, evidence, and fact duly presented.

2. Prepare opinions, briefs, and decisions in matters of highly important nature and pass on those prepared by others.

3. Advise or assist superiors in dealing with highly important legal matters.

4. Direct or conduct involved legal proceedings.

5. Act as specialist in specific branches of law and assume general charge of actions taken thereunder; handle important legal work for a department.

6. Handle correspondence commensurate with other duties.

7. Perform other legal work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Seven years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Judicial temperament
Clear and logical diction
Ability to meet the public
Analytical and constructive ability

Integrity
Reliability
Good judgment
Resourcefulness

SERVICE 23 - GRADE 23

STANDARD DUTIES

Under general administrative direction

1. Act as Deputy Attorney General or Special Deputy; represent the Attorney General whenever assigned.

2. Perform legal work of highest grade.

3. Prepare opinions, as directed, to be rendered to the Governor and heads of departments; pass on opinions prepared by other Deputies, Assistant Deputies, or Special Deputies.

4. Direct or conduct most important and difficult legal proceedings.

5. Act as specialist in specific branches of law and assume general charge of actions taken thereunder; handle involved legal work for a department.

6. Handle correspondence commensurate with other duties.

7. Perform other legal work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Seven years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Judicial temperament
Clear and logical diction
Ability to meet the public
Analytical and constructive ability
Integrity
Initiative
Reliability
Thoroughness

SERVICE 23 - GRADE 24

STANDARD DUTIES

Under general administrative direction

1. In the absence of the Attorney General, have the right to exercise all the powers and perform all the duties by law vested in and imposed upon the Attorney General, except any duty which the Constitution of the Commonwealth of Pennsylvania requires the Attorney General personally to exercise and perform.

2. Direct the preparation of opinions; revise and approve opinions prepared by other D eputies, Assistant Deputies, or Special Deputies.

3. Represent several departments; furnish advice; prepare formal opinions.

4. Act as specialist in specific branches of law; assume general charge of actions taken thereunder.

5. Handle correspondence commensurate with other duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Graduation from a recognized law school or equivalent.

4. Eight years' experience in responsible legal work.

5. Admission to the Bar of the Supreme Court of Pennsylvania.

STANDARD PERSONAL QUALIFICATIONS

Administrative ability
Good judgment
Reliability
Initiative
Ability to meet the public
Judicial temperament
Analytical and constructive ability
Thoroughness

EDUCATIONAL SERVICE

SERVICE 24

This service includes positions comprising advisory, administrative, or research work in educational fields.

STANDARD DUTIES

Under immediate supervision

1. Teach elementary subjects to mental defectives or children in a correctional or specialized institution.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Teacher certification by Department of Public Instruction.

STANDARD PERSONAL QUALIFICATIONS

Patience	Good judgment
Tact	Educational sense
Initiative	Resourcefulness

STANDARD DUTIES

Under immediate supervision

1. Supervise a small group of teachers in a feeble-minded, correctional or specialized institution.

2. Render specialized instruction in any field.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Teacher certification by Department of Public Instruction.

4. One year's professional experience.

STANDARD PERSONAL QUALIFICATIONS

Patience
Tact
Initiative
Good judgment
Thoroughness
Reliability
Resourcefulness
Educational sense

STANDARD DUTIES

Under immediate supervision

1. Assist in less important work in educational administration and research.

2. Assist in maintaining curriculum requirements in public or special schools.

3. Collect and assemble data for use of specialists in higher classes.

4. Handle correspondence commensurate with other duties.

5. Act as principal of small specialized school or perform highly specialized instructional work in particular field.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Two years' professional experience.

4. Teacher certification by Department of Public Instruction for instructional personnel.

STANDARD PERSONAL QUALIFICATIONS

Originality
Thoroughness
Resourcefulness
Educational sense

Tact
Exactness
Initiative
Reliability

STANDARD DUTIES

Under supervision

1. Assist in important work in educational administration and research.

2. Assist in maintaining curriculum requirements in public or special schools; confer with and advise school officials and teachers.

3. Collect and analyze data.

4. Handle correspondence commensurate with other duties.

5. Act as principal of specialized school requiring high degree of knowledge and achievement in specialized field.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Three years' professional experience; or one year's successful experience in department in which services are required.

4. Teacher certification by Department of Public Instruction for instructional personnel.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness	Tact
Resourcefulness	Originality
Educational sense	Reliability
Ability to meet the public	Good judgment

STANDARD DUTIES

Under direction

1. Be responsible for important work in educational administration and research.

2. Direct maintenance of curriculum requirements in public or special schools; confer with and advise school officials and teachers; assist in developing curriculum requirements.

3. Prepare and assist in appraising results of studies.

4. Serve as consultant on specialized phases of educational activities.

5. Assist in conducting conferences in a given field of education.

6. Handle correspondence commensurate with other duties.

7. Act as principal of large specialized school requiring outstanding knowledge and achievement in particular field.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Four years' professional experience; or two years' successful experience in department in which services are required.

4. Teacher certification by Department of Public Instruction for instructional personnel.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Dependability
Educational sense
Ability to meet the public
Tact
Initiative
Originality
Good judgment

STANDARD DUTIES

Under direction

1. Be responsible for complex work in educational administration and research.

2. Develop curriculum requirements; direct educational projects in research and investigation.

3. Review and appraise results of studies prepared by subordinates.

4. Serve as consulting specialist on phases of educational activities.

5. Conduct conferences in a given field of education.

6. Handle correspondence commensurate with other duties.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. One year's graduate work in specialized field.

4. Four years' professional experience; or two years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Educational sense
Analytical ability
Ability to use clear, concise English
Ability to meet the public
Tact
Initiative
Originality
Good judgment
Dependability

SERVICES [illegible] R.D. [illegible]

STANDARD DUTIES

Under general direction

1. Be responsible for complex and difficult work in educational administration and research.

2. Formulate curriculum requirements.

3. Conduct or direct major projects of administration or research.

4. Serve as consulting specialist on important phases of educational activities; furnish expert or critical advice upon policies, plans, and projects.

5. Organize and conduct conferences of representatives in a given field of education.

6. Promote education in certain fields of education by lectures, published articles, bulletins, etc..

7. Handle correspondence commensurate with other duties.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. One year's graduate work in specialized field.

4. Five years' professional experience; or three years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Educational sense
Discriminating judgment
Ability to meet the public
Analytical and constructive ability
Tact
Originality
Resourcefulness

STANDARD DUTIES

Under general administrative direction

1. Be primarily responsible for major division of work in educational administration and research.

2. Direct the formulation of curriculum requirements; assist in formulating and organizing educational policies for the state.

3. Direct educational research of the broadest scope.

4. Act as consulting specialist on educational questions.

5. Direct conferences on important educational problems.

6. Promote education in various fields by lectures, published articles, bulletins, etc..

7. Handle correspondence commensurate with other duties.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school.

2. Graduation with a degree from a college or university of recognized standing.

3. Two years' graduate work in specialized field.

4. Five years' professional experience; or three years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Educational sense
Administrative ability
Ability to meet the public
Outstanding achievement in special field
Analytical and constructive ability
Tact
Initiative
Originality
Resourcefulness
Discriminating judgment

EDUCATIONAL SERVICE

SUPPLEMENT FOR STATE TEACHERS COLLEGES

This section of the Educational Service includes all instructional positions in the State Teachers Colleges.

SPECIAL REGULATIONS

1. The number of professors shall not exceed one for each of the following fields: English, Social Studies, Geography, Science, Mathematics, Languages, Education, and each special curriculum. Where a faculty exceeds 75, the number may be increased but shall not exceed 20 percent of the total faculty.

   The number of associate and assistant professors shall not exceed 50 percent of the total faculty.

   The number of instructors shall average approximately 30 percent of the faculty.

2. Qualifications and classifications must be approved by the Department of Public Instruction. Interpretations of the salary schedule shall be made by the same authority.

3. Teachers may receive a maximum salary of $500 for a summer session of six weeks and $250 each for the pre-session and post-session of three weeks each, irrespective of classification. No teacher shall be employed more than six weeks each summer without special approval by the Superintendent of Public Instruction.

4. Present faculty members shall receive present salary until qualifications entitle them to adjustment on the schedule.

5. Every faculty member who has completed six years of continuous successful service may be granted a semester's leave of absence with pay for approved study or travel upon recommendation of the Board of Trustees and approval by the Superintendent of Public Instruction.

6. Teachers giving extension courses shall have a time adjustment in teaching hours.

SPECIAL REGULATIONS (Continued)

7. Substitute service shall be paid for at not more than the regular salary schedule rate.

8. Subject to the approval of the State Superintendent of Public Instruction, instructional assistants, technical and vocational instructors, exchange language teachers, and other specialists may be employed on a temporary basis at hourly or monthly rates of pay consistent with existing schedules and salaries in comparable institutions, public schools or other state services.

The Compensation Schedule for the instructional personnel in State Teachers Colleges follows:

THE COMPENSATION SCHEDULE

FOR

STATE TEACHERS COLLEGES INSTRUCTIONAL PERSONNEL

GRADE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS						MAXIMUM ANNUAL SALARY
		1st	2nd	3rd	4th	5th	6th	
19	2,934.00	3,046.50	3,159.00	3,271.50	3,384.00	3,496.50	3,609.00	3,609.00
20	3,402.00	3,532.50	3,663.00	3,793.50	3,924.00	4,054.50	4,185.00	4,185.00
21	3,951.00	4,104.00	4,257.00	4,410.00	4,563.00	4,716.00	4,869.00	4,869.00
22	4,581.00	4,756.50	4,932.00	5,107.50	5,283.00	5,458.50	5,634.00	5,634.00
22*	5,610.00	5,830.00	6,050.00	6,270.00	6,490.00	6,710.00	6,930.00	6,930.00

Salaries for all positions except Dean of Instruction and Director of Student Teaching and Placement are for a 36 weeks' period, the length of the regular session. Salaries for these two positions are shown in 22* on the basis of practically year round duties and responsibilities.

Cooperative training teacher shall be paid on a unit basis. A unit is represented by a student teacher receiving twelve semester hours student teaching credit.

Minimum: $100 per Unit
Maximum: 4 units - $400

PAYROLL TITLES

Grade 19
Instructor
Assistant Librarian

Grade 20
Assistant Professor
Librarian
*Dietitian
Dean of Men
Dean of Women

*Non-teaching dietitians shall not be classified in the educational service for State Teachers Colleges.

Grade 21
Associate Professor

Grade 22
Professor

Grade 22*
Dean of Instruction
Director of Student Teaching and Placement

SUPPLEMENT FOR STATE TEACHERS COLLEGES

SERVICE 24 - GRADE 19

STANDARD DUTIES

Under direction

1. Instruct college classes.
2. Collect and assemble data for specialists in higher ranks.
3. Assist in conferences in a given field of education.
4. Conduct field trips.
5. Serve as adviser to assigned informal student activities.
6. Render specialized services in the library field.
7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Minimum of Master's degree, including 36 semester hours in a specialized field, 12 of which must be on a graduate level.
2. Three years' teaching experience, 1 year to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Personality
Aggressiveness
Forcefulness
Vigor

Scholarship
Alertness
Sense of humor
Tolerance

SUPPLEMENT FOR STATE TEACHERS COLLEGES

SERVICE 24 - GRADE 20

STANDARD DUTIES

Under general direction

1. Review and appraise results of studies by subordinates.
2. Act as student counselor.
3. Participate in educational conferences.
4. Teach college classes.
5. Serve as adviser to student clubs and fraternities.
6. Administer and supervise student welfare in all its phases.
7. Supervise and render specialized services in the fields of library and dietetics.
8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Minimum of Master's degree plus 1 year of graduate work in a specialized field.
2. Five years' teaching experience, 2 years to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Sincerity
Industry
Stability
Cooperative attitude
Reliability
Sympathetic understanding
Discriminating judgment
High ethical standards

SUPPLEMENT FOR STATE TEACHERS COLLEGES

SERVICE 24 - GRADE 21

STANDARD DUTIES

Under general direction

1. Assist in delegated administrative responsibilities.
2. Collect and analyze data.
3. Prepare and assist in appraising results of studies.
4. Teach and conduct study and research.
5. Act as adviser for classes and other student groups.
6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Minimum of Master's degree plus two years' of graduate work in a specialized field.
2. Seven years' teaching experience, four years to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Professional attitude
Resourcefulness
Thoroughness
Dependability
Intellectual integrity
Capacity for growth
Enthusiasm

2. Five years' teaching experience - years to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Sincerity
Industry
Stability
Cooperative attitude

Reliability
Sympathetic understanding
Discriminating judgment
High ethical standards

2. Five years' teaching experience - years to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Sincerity
Industry
Stability
Cooperative attitude

Reliability
Sympathetic understanding
Discriminating judgment
High ethical standards

SUPPLEMENT FOR STATE TEACHERS COLLEGES

SERVICE 24 - GRADE 22

STANDARD DUTIES

Under general administrative direction

1. Administer and organize specialized fields of instruction.
2. Furnish expert or critical advice upon policies, plans and projects.
3. Teach and conduct advanced study and research.
4. Serve as consultant on professional phases of educational activities.
5. Direct and advise formal student activity organizations.
6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Earned Doctor's degree in a specialized field.
2. Nine years' teaching experience, four years to be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Administrative ability	Creativity
Professional outlook	Originality
Initiative	Tact
Scholastic attainment	Analytical judgment

COOPERATIVE TRAINING TEACHER

STANDARD DUTIES

1. Supervise the teacher training activities of student teachers.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Minimum of Bachelor's degree including 18 semester hours in Education and 18 semester hours in field taught.

2. Two years' teaching experience, one year must be in public schools.

STANDARD PERSONAL QUALIFICATIONS

Cooperation	Good judgment
Tact	Thoroughness
Patience	Alertness

PUBLIC INFORMATION SERVICE

SERVICE 25

This service includes positions comprising duties which entail supervision or performance of work in assembling, preparing, analyzing, and disseminating informational material such as official publications, press, exhibit material, and other material concerning matters of public interest or descriptive of various state activities.

STA[illegible] AS 25 - GRAD. 17

STANDARD DUTIES

Under general supervision

1. Prepare routine statistical, informational, and publicational material of a bureau or department or assist in preparation of more important material.

2. Prepare routine statements, analyses, statistical reports, etc..

3. Collect, compile, analyze, and publish routine statistical data.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Two years' general experience.

STANDARD PERSONAL QUALIFICATIONS

Originality	Tact
Good judgment	Accuracy
Resourcefulness	Industry
Mathematical aptitude	Fairness
Ability to meet the public	Integrity

STANDARD DUTIES

Under general supervision

1. Prepare statistical, informational, and publicational material of a bureau or department.

2. Prepare for review and approval, statistical tables, reports, manuscripts, etc., regarding subjects of public interest in bureau or department.

3. Assist in analyzing important data, outlining statistical services, etc., or conduct research studies.

4. Enlist support of public and private agencies or individuals in disseminating information for a public campaign such as health, safety, art, industry, agriculture, etc..

5. Perform other work as required.

MINIMUM QUALIFICATIONS

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Three years' general experience with a minimum of one year's experience in journalism, statistical, or related work.

STANDARD PERSONAL QUALIFICATIONS

Originality
Good judgment
Resourcefulness
Analytical ability
Mathematical aptitude
Ability to meet the public
Informational and educational sense
Tact
Poise
Fairness
Industry
Integrity
Initiative

STANDARD DUTIES

Under direction

1. Plan and direct departmental news service or informational campaigns.

2. Analyze data; outline and approve statistical services; direct research studies and preparation of statistics.

3. Supervise gathering, preparation, and distribution of all material furnished through circulars, bulletins, etc., or to press by department.

4. Secure cooperation of public and private agencies or individuals in disseminating information for a public campaign such as health, safety, art, industry, agriculture, etc..

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Four years' general experience with a minimum of two years' experience in journalism, statistical, or related work.

STANDARD PERSONAL QUALIFICATIONS

Originality
Good judgment
Resourcefulness
Analytical ability
Administrative ability
Ability to meet the public
Informational and educational sense
Tact
Poise
Fairness
Industry
Integrity
Initiative

STANDARD DUTIES

Under general direction

1. Plan and direct large departmental news service or informational campaigns of broad development.

2. Analyze data; outline and approve statistical services; direct important research studies and preparation of statistics.

3. Direct gathering, preparation, and distribution of all material furnished by department.

4. Cooperate with public and private agencies or individuals in disseminating information for a public campaign such as health, safety, art, industry, agriculture, etc..

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Five years' general experience with a minimum of three years' experience in journalism, statistical, or related work.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Good judgment
Analytical ability
Ability to meet the public
Informational and educational sense
Tact
Industry
Fairness
Initiative

STANDARD DUTIES

Under general direction

1. Direct and coordinate collection, preparation, analysis and dissemination of informational material of a department.

2. Direct involved research studies.

3. Supply newspapers, magazines, or other agencies with material.

4. Plan and manage important informational campaigns of widest scope and development.

5. Act as consultant on statistical and technical problems.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Six years' general experience with a minimum of four years' experience in journalism, statistical, or related work.

STANDARD PERSONAL QUALIFICATIONS

Originality
Good judgment
Resourcefulness
Oratorical ability
Administrative ability
Ability to meet the public
Analytical and constructive ability
Tact
Poise
Industry
Fairness
Integrity
Initiative

STANDARD DUTIES

Under general administrative direction

1. Direct and coordinate collection, preparation, analysis, and dissemination of most important informational material for the entire state.

2. Plan and direct involved research studies.

3. Direct material to be supplied to newspapers, magazines, or other agencies.

4. Act as consultant on important informational, statistical, and technical problems.

5. Write special articles of major importance.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing or equivalent.

3. Seven years' general experience with a minimum of five years' experience in journalism, statistical, or related work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Good judgment
Analytical ability
Ability to meet the public
Informational and educational sense
Tact
Industry
Fairness
Reliability

FIELD CONSERVATION SERVICE

SERVICE 26

This service includes positions comprising duties of supervision or performance of work involving propagation, protection, and restocking of wild birds, game, and fish; forest fire prevention, control and perpetuation of forests; administration of state game and forest preserves.

STANDARD DUTIES

Under immediate supervision

1. Assist in forest fire prevention and control.

2. Assist in building roads, trails, fire lanes, dams, and telephone lines on state forests or game preserves.

3. Assist in care, protection, and maintenance of game refuges; assist in winter feeding.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Two years' experience in outdoor occupation providing practical knowledge of wild animals and trees.

STANDARD PERSONAL QUALIFICATIONS

Good judgment	Energy
Resourcefulness	Honesty
Good physical condition	Initiative

SERVICE 26 - [illegible]

STANDARD DUTIES

Under supervision

1. Perform routine work in building roads, trails, fire lanes, dams, and telephone lines on state forests or game preserves.

2. Assist in enforcing game, fish, and forest laws; distribute and feed game or fish.

3. Perform simple outdoor and indoor work at a fish cultural station.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education

2. Three years' experience in outdoor work providing practical knowledge of forests, fish, and game.

STANDARD PERSONAL QUALIFICATIONS

Dependability
Resourcefulness
Physical endurance
Energy
Honesty
Carefulness

SERVICE 26 - GRADE 14

STANDARD DUTIES

Under general supervision

1. Organize, equip, and supervise crews to fight forest fires.
2. Build roads, trails, fire lanes, dams, and telephone lines on state forests or game preserves.
3. Perform and assist in direction of woods work and kindred operations.
4. Control depredations of predatory animals and birds.
5. Remove animals by live trapping; place in natural habitats.
6. Be responsible for carrying out all routine outdoor and indoor work at fish cultural station.
7. Propagate birds and game at state farm.
8. Patrol streams and state forests; enforce compliance with laws and regulations.
9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.
2. Four years' practical experience providing knowledge of forests, fish and game.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Dependability
Good judgment
Resourcefulness
Physical endurance
Honesty
Industry
Fairness
Initiative

SERVICE 26 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Assist in direction of all activities in state forest district.
2. Have charge of woods work and kindred operations.
3. Plan and supervise planting, grading, etc., along state highways.
4. Patrol lands, reservations, streams, and state forests; enforce compliance with laws and regulations.
5. Remove animals by live trapping, place in natural habitat; instruct licensed trappers.
6. Assist in supervision of all activities at state game farm.
7. Direct all general outdoor and indoor work at fish cultural station.
8. Prevent and control forest fires.
9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.
2. Five years' experience in work providing knowledge of forests, fish, and game.
3. Graduation from Game Commission Training School for Game Protectors.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.
2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Physical endurance
Supervisory ability
Energy
Fairness
Initiative

SERVICE 26 - GRADE 16

STANDARD DUTIES

Under direction

1. Assist in direction and administration of all activities in state forest district or of section engaged in field conservation activities.

2. Conduct field work, sample plot and growth studies in connection with forestry.

3. Be responsible for enforcement of game laws and regulations in an assigned area.

4. Perform routine work in game research and planning.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Six years' experience in work providing knowledge of fish and game.

3. Graduation from Game Commission Training School for Game Protectors.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

3. One year's experience in forestry.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Supervisory ability
Informational and educational sense
Industry
Fairness
Originality

STANDARD DUTIES

Under direction

1. Protect, maintain, and develop forests.

2. Assist in important forestry or game research studies and varied activities.

3. Perform sylvicultural and utilization activities.

4. Assist in supervision of game administration activities, game refuges, and public hunting grounds.

5. Direct all activities of a fish hatchery or game farm.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Seven years' experience in work providing knowledge of fish and game.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

3. Two years' experience in forestry.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Supervisory ability
Ability to meet the public
Initiative
Originality
Dependability

STANDARD DUTIES

Under direction

1. Supervise and administer work of a forest district.

2. Conduct research studies in sylviculture and utilization, or game projects.

3. Act as superintendent of state park.

4. Supervise game administration activities, game refuges, and public hunting grounds.

5. Inspect and evaluate land; secure options on land to be purchased.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education

2. Eight years' experience in work providing knowledge of fish and game.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

3. Three years' experience in forestry.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness	Initiative
Supervisory ability	Originality
Ability to meet the public	Good judgment
Educational and informational sense	Courteousness

STANDARD DUTIES

Under general direction

1. Conduct important research studies in sylviculture and utilization.

2. Assist in administration and direction of activities connected with protection of forests, operation of game lands.

3. Plan and direct activities of training program for game protectors.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Nine years' experience in work providing knowledge of fish and game.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

3. Four years' experience in forestry.

STANDARD PERSONAL QUALIFICATIONS

Analytical ability	Tact
Discriminating judgment	Originality
Ability to meet the public	Thoroughness
Business and supervisory ability	Resourcefulness

STANDARD DUTIES

Under general direction

1. Supervise activities of state forestry nurseries.

2. Conduct highly important research studies in silviculture and utilization or game projects.

3. Furnish expert advice on forestry problems.

4. Plan and direct activities of important division, engaged in field conservation work.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Ten years' experience in work providing knowledge of fish and game.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent.

3. Five years' experience in forestry .

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Supervisory ability
Ability to meet the public
Educational and informational sense
Initiative
Reliability
Good judgment

STANDARD DUTIES

Under general administrative direction

1. Direct and be responsible for a highly important division or bureau engaged in field conservation and utilization work.

2. Conduct most important research studies in sylviculture and utilization.

3. Act as consulting specialist on forestry problems.

4. Plan, supervise, and direct activities of fish hatcheries.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Eleven years' experience in work providing knowledge of fish and game.

Forestry Requirements

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree in forestry from an institution of recognized standing or equivalent .

3. Six years' experience in forestry.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Ability to meet the public
Educational and informational sense
Administrative and executive ability
Initiative
Reliability
Good judgment

LIBRARY SERVICE

SERVICE 27

This service includes positions comprising duties which entail supervision or performance of work requiring knowledge of library science or of specialized branches thereof.

SERVICE 37 - GROUP 13

STANDARD DUTIES

Under immediate supervision

1. Assist in indexing and in simple reference work.
2. Charge and discharge books at circulation desk.
3. Obtain books from shelves by number and return them in same manner.
4. Sort, stamp, and record periodical material; prepare for binding.
5. Assist in classifying and cataloging books, documents, etc..
6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.
2. One year's special training in library work, or one year's experience in library using modern methods.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Industry
Resourcefulness	Neatness
Ability to meet the public	Accuracy

STANDARD DUTIES

Under supervision

1. Do routine reference and bibliographical work.

2. Supervise and be responsible for indexing, collating, and binding newspapers and periodicals.

3. Perform routine work in classifying and cataloging books, documents, etc..

4. Assist in compiling traveling libraries; be responsible for shipments of books.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's special training in library work.

3. One year's experience in a library using modern methods.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Industry
Resourcefulness	Accuracy
Ability to meet the public	Neatness

SERVICE [illegible]

STANDARD DUTIES

Under general supervision

1. Do advanced reference research and bibliographical work.
2. Classify and catalog material of most difficult nature.
3. Compile traveling libraries or be responsible for small library in an office, bureau, or department.
4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.
2. One year's special training in library work.
3. Two years' experience in a library using modern methods.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Dependability
Resourcefulness
Ability to meet the public
Neatness
Industry
Accuracy

SERIES 47 - GRADE 19

STANDARD DUTIES

Under general supervision

1. Perform expert work with a reference collection of books, pamphlets, or other printed material; keep such collection up to date; prepare lists of exact references to books, periodical literature, etc..

2. Supervise and be responsible for all cataloging of books, periodicals, documents, etc..

3. Have charge of ordering and accessioning of books, periodicals, documents, etc..

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years special training in library work.

3. Two years' experience in a library using modern methods.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Resourcefulness
Supervisory ability
Ability to meet the public
Industry
Neatness
Accuracy

STANDARD DUTIES

Under direction

1. Do reference work requiring rapid finding of material or independent searching of less well-known sources requiring knowledge in a particular field.

2. Act as bibliographical adviser to research workers and special students; advise librarians.

3. Select or assist in selecting books, periodicals, and other materials needed to maintain adequate collection.

4. Serve as head of specialized library of moderate size and importance or supervise routine activities of a large library.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' special training in library work.

3. Two years' experience in a library using modern methods.

STANDARD PERSONAL QUALIFICATIONS

Reliability	Tact
Resourcefulness	Industry
Supervisory ability	Initiative
Ability to meet the public	Orderliness

STANDARD DUTIES

Under direction

1. Do advanced reference research work in a special subject.

2. Perform work of an advanced character in field of library science requiring application of various branches of library technique and specialization in some field of knowledge.

3. Order and review new books to determine if fitted for library's needs.

4. Supervise a specialized library of moderate size and importance.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing with major work in fields of library science or equivalent.

3. Two years' experience in library work.

STANDARD PERSONAL QUALIFICATIONS

Dependability
Resourcefulness
Supervisory ability
Ability to meet the public
Tact
Industry
Initiative
Courteousness

SERIES 27 - GRADE 11

STANDARD DUTIES

Under general direction

1. Do intensive reference, bibliographical, and research work.

2. Review and select new books and periodicals.

3. Direct the activities of a specialized library staff or an important library division.

4. Assist in organizing and establishing branch libraries.

5. Direct the distribution of traveling libraries and general reference work.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing with major work in fields of library science or equivalent.

3. Three years' experience in library work.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Administrative and supervisory ability
Ability to meet the public
Industry
Reliability
Thoroughness
Courteousness

SERVICE 27 - GRADE 20

STANDARD DUTIES

Under general direction

1. Assist the director in administering several divisions of a large library.

2. Be responsible for the upbuilding of a large comprehensive collection of library material.

3. Make recommendations regarding policies of library.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Graduation with a degree from a college or university of recognized standing with major work in fields of library science or equivalent.

3. Four years experience in library work.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Resourcefulness
Ability to meet the public
Administrative and executive ability
Tact
Initiative
Reliability

PATIENT CARE SERVICE

SERVICE 28

This service includes positions comprising duties of rendering sub-professional care to patients in state hospitals.

SERVICE 28 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Perform all activities and duties of an orderly or nurse aide; assist in cleaning wards.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

STANDARD PERSONAL QUALIFICATIONS

Tact
Industry
Neatness
Willingness

Good physical condition
Ability to control patients
Initiative

SERVICE 28 - GRADE 13

STANDARD DUTIES

Under supervision

1. Take care of wards and patients; assist nurses with heavy ward work and sub-professional activities.

2. Perform all activities and duties of a practical nurse.

3. Shave and cut hair for institutional inmates; or give beauty treatments.

4. Supervise patients in performing routine institutional duties; be responsible for their conduct and discipline.

5. Take care of extremely disorderly or violent mental patients.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Tact
Industry
Neatness
Willingness

Good physical condition
Ability to control and instruct patients
Initiative

STANDARD DUTIES

Under general supervision

1. Be responsible for the care of patients and the work of other employees in one section of a mental hospital.

2. Supervise the work of other employees performing practical nursing duties.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's experience as an attendant or completion of attendant training course.

3. Two years'experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Minor supervisory ability
Ability to control and instruct patients
Responsibility
Initiative
Good physical condition
Tact

STANDARD DUTIES

Under general supervision

1. Be responsible for the care of a large group of mental patients.

2. Assist in the supervision of employees caring for mental patients in an institution of medium size.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Ability to plan and execute work
Ability to control and instruct patients
Good judgment
Alertness
Initiative

SERVICE 30 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Be responsible for the care of a large group of mental patients and supervision of employees caring for them.

2. Assist in the general supervision of employees caring for mental patients in a large institution.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Ability to organize and direct work
Alertness
Good judgment
Initiative

SERVICE 28 - GRADE 17

STANDARD DUTIES

Under direction

1. In a large mental institution, have general supervision of all sub-professional employes caring for patients.

2. Supervise industrial production of institution.

3. Prepare daily reports to superintendent on condition of patients.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Ability to organize and direct work
Good judgment
Resourcefulness
Alertness

PERSONNEL SERVICE

SERVICE 31

This service includes positions comprising duties which include supervision or performance of work in connection with maintenance of personnel records, evaluation of positions, service ratings, and general personnel management.

STANDARD DUTIES

Under supervision

1. Compare reports of personnel changes with card records; make necessary notations on register cards; record attendance.

2. Maintain service, time, efficiency, or qualification records.

3. Type appointment, transfer, dismissal, or other forms when directed.

4. Assist in preparation and maintenance of directories of employes; furnish minor information regarding employes.

5. Observe and report on questions of discipline, health, absenteeism, and similar matters.

6. Compile regular and special reports.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Carefulness
Secretiveness
Courteousness

Industry
Accuracy
Alertness

STANDARD DUTIES

Under general supervision

1. Supervise preparation of appointment, transfer, dismissal, or other forms and change sheets; or maintenance of service, time, efficiency, or qualification records.

2. Prepare and maintain directories of employes; verify information at stated intervals; furnish information regarding employes.

3. Compile regular and special reports.

4. Assist in administering civil service examinations.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in general clerical work.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Reliability
Courteousness
Secretiveness
Tact
Honesty
Industry
Alertness

STANDARD DUTIES

Under general supervision

1. Direct maintenance of personnel card records and preparation of forms; ascertain history of new employes either from application blanks or through personal contact.

2. Compile regular and special reports; furnish information concerning employes.

3. Assist in analyzing qualifications of applicants for positions.

4. Check requisitions for employes; certify names from lists of eligibles.

5. Assist in administering civil service examinations.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in general clerical work with a minimum of one year's experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Tact
Reliability	Energy
Secretiveness	Honesty
Courteousness	Industry
Minor supervisory ability	Alertness

SERVICE 31 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Be responsible for maintenance of all records and preparation of forms for a department or institution; supervise a group of persons engaged in this work or personally perform work in a small organization; maintain control of authorized positions and allocation of employes.

2. Compile regular and special reports of an involved nature; furnish information concerning employes.

3. Analyze and evaluate experience and education of applicants for positions; determine that established qualifications are met.

4. Assist in supervising certification of names from lists of eligibles.

5. Assist in administering civil service examinations.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience or two years' successful experience in department in which services are required with a minimum of two years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Tact
Reliability	Energy
Courteousness	Honesty
Secretiveness	Industry
Supervisory ability	Alertness

SERVICE 31 - GRADE 16

STANDARD DUTIES

Under direction

1. Be responsible for maintenance of all personnel records for a large department or institution; maintain control of authorized positions and allocation of employes.

2. Compile charts or reports of a difficult nature requiring an intimate knowledge of departmental or institutional organization and structure; furnish information concerning employes.

3. Assist in checking established duties of lower-grade positions to determine if any changes or additions have been made.

4. Conduct correspondence and interviews regarding appointments, transfers, or other changes.

5. Prepare formulas to be used as a guide in analyzing and evaluating experience and education.

6. Compile information on educational standards and position qualifications.

7. Assist in administering civil service examinations.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' experience or three years' successful experience in department in which services are required with a minimum of three years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Reliability
Courteousness
Secretiveness
Resourcefulness
Supervisory ability
Ability to meet the public
Tact
Energy
Honesty
Industry
Alertness
Good judgment

STANDARD DUTIES

Under direction

1. Be responsible for maintenance of all personnel records for an unusually large department or records of all individuals eligible for or incumbent in civil service positions.

2. Assist in studies to determine reorganization or reclassification of personnel; prepare reports; furnish information concerning employes.

3. Assist in checking established duties to determine if any changes or additions have been made; suggest necessary reclassifications.

4. Install new personnel procedures; interpret and apply rules and regulations governing existing personnel procedure.

5. Direct the analysis and evaluation of education and experience qualifications; verify information submitted on application blanks.

6. Assist in administering civil service examinations.

7. Review and analyze results of service ratings.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' experience or four years' successful experience in department in which services are required with a minimum of four years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Courteousness
Secretiveness
Resourcefulness
Supervisory and administrative ability
Ability to meet the public
Tact
Honesty
Alertness
Initiative
Carefulness
Good judgment

STANDARD DUTIES

Under general direction

1. Participate in surveys to determine reorganization or reclassification of personnel; interpret results of service ratings; prepare reports; furnish information concerning employes.

2. Assist the personnel director in determining broad questions of personnel policy and supervise activities of office assistants.

3. Make recommendations concerning requests for creation of new positions; ascertain duties incident thereto.

4. Conduct correspondence and interviews requiring tact and diplomacy; prepare reports.

5. Prepare examination announcements and plan examination procedure.

6. Collect and assemble material for examinations.

7. Assist in administering civil service examinations.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Six years' experience or five years' successful experience in department in which services are required with a minimum of five years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Resourcefulness
Discriminating judgment
Supervisory and administrative ability
Ability to meet the public

Tact
Integrity
Alertness
Initiative
Reliability
Secretiveness

SERVICE 31 - GRADE 19

STANDARD DUTIES

Under general direction

1. Act as personnel director for a department or assistant personnel director in a large department.

2. Determine broad questions of personnel policy.

3. Conduct surveys to determine reorganization or reclassification of personnel; prepare reports; furnish information concerning employes.

4. Recommend creation or abolishment of positions.

5. Conduct important correspondence and interviews regarding personnel matters.

6. Administer civil service examinations.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Seven years' experience or six years' successful experience in department in which services are required with a minimum of six years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Trustworthiness	Tact
Discriminating judgment	Reliability
Supervisory and administrative ability	Thoroughness
	Secretiveness
Ability to meet the public	Resourcefulness

SERVICE 31 - GRADE 20

STANDARD DUTIES

Under general administrative direction

1. Act as a personnel director for a large department or assistant personnel director in an unusually large department.

2. Determine broadest questions of personnel policy.

3. Direct or conduct surveys to determine reorganization or re-classification of personnel; prepare reports; furnish information concerning employes.

4. Recommend and effect creation or abolishment of positions.

5. Coordinate personnel activities and policies for all sections, divisions, bureaus, and field offices.

6. Conduct most important correspondence and interviews regarding personnel matters.

7. Administer civil service examinations.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Eight years' experience or seven years' successful experience in department in which services are required with a minimum of seven years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Trustworthiness
Resourcefulness
Discriminating judgment
Ability to meet the public
Administrative and executive ability
Tact
Reliability
Thoroughness
Secretiveness
Initiative

SERVICE 31 - GRADE 21

STANDARD DUTIES

Under general administrative direction

1. Act as personnel director for an unusually large department.

2. Conduct research on personnel standards, policies, and procedures.

3. Direct or conduct studies to determine proper classification of positions, efficient organizational structures, accuracy of service rating procedures, establishment and evaluation of training programs.

4. Prepare involved reports on matters of personnel policy and administration.

5. Coordinate personnel policies, practices, and procedures.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Nine years' experience or eight years' successful experience in department in which services are required with a minimum of eight years' experience in related personnel work.

STANDARD PERSONAL QUALIFICATIONS

Initiative
Discriminating judgment
Administrative and executive ability
Ability to meet the public
Tact
Analytical ability

TYPING, STENOGRAPHIC, CORRESPONDENCE, AND SECRETARIAL SERVICE

SERVICE 32

This service includes positions comprising duties which entail typing, recording dictation, taking testimony of meetings or hearings stenographically, conducting correspondence, performing private secretarial work, or supervision over employes engaged exclusively in similar work.

SERVICE 32 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Take simple dictation by symbolical or mechanical process; transcribe such record on a typewriter.

2. Transcribe general dictation on typewriter from dictating machine.

3. Cut stencils for involved material.

4. Type reports or statements involving preparation of routine tabulations.

5. Analyze correspondence to determine information needed for proper reply.

6. Brief routine correspondence for filing and indexing.

7. Censor use of form letters in routine cases, determine form letters to be used.

8. Perform ordinary stenographic work and in addition routine clerical work.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from the commercial course in an accredited high school or from a business school.

2. Ability to take dictation at a speed of not less than eighty words per minute and to transcribe such record on typewriter at not less than thirty words per minute. Ability to type at not less than fifty-five words per minute from plain manuscript or printed or typed matter.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Carefulness
Courteousness
Secretiveness
Speed
Accuracy
Industry

SERVICE 32 - GRADE 13

STANDARD DUTIES

Under supervision

1. Take general dictation by symbolical or mechanical process; transcribe such record on typewriter.

2. Transcribe involved dictation on typewriter from dictating machine.

3. Type tabulations of involved material.

4. Direct work of other typists.

5. Analyze correspondence to determine sufficiency of information furnished.

6. Handle routine correspondence without dictation.

7. Censor use of form letters in general cases.

8. Perform general stenographic work and, in addition, important clerical work.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's training in business school or equivalent.

3. Ability to take dictation at a speed of not less than one hundred and ten words per minute and to transcribe such record on a typewriter at not less than forty words per minute.

4. One year's business experience.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Speed
Courteousness	Accuracy
Secretiveness	Industry
Minor supervisory ability	Alertness

SERVICE 32 - GRADE 14

STANDARD DUTIES

Under general supervision

1. Act as stenographer-secretary to chief of a large division involving a large amount of technical correspondence; arrange appointments and routine matters for administrative head.

2. Supervise a group of stenographers or a large group of typists.

3. Handle correspondence with or without dictation.

4. Dictate on routine correspondence; censor correspondence.

5. Be responsible for securing proper information for reply to correspondence.

6. Perform general stenographic work and, in addition, highly important clerical work.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's training in a recognized business school or equivalent.

3. Ability to take dictation at a speed of not less than one hundred and ten words per minute and to transcribe such record on a typewriter at not less than forty words per minute.

4. Two years' business experience.

STANDARD PERSONAL QUALIFICATIONS

Good judgment	Tact
Secretiveness	Poise
Trustworthiness	Neatness
Supervisory ability	Accuracy
Ability to meet the public	Alertness

SERVICE 32 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Act as stenographer-secretary to head of large bureau, involving a large amount of technical correspondence; arrange appointments and routine matters for administrative head.

2. Reply to involved correspondence with or without dictation.

3. Supervise a large unit of stenographers and typists; plan and assign work or personally perform more involved work while supervising activities of a smaller group.

4. Dictate on correspondence requiring independent judgment, knowledge of organization, and subject matter involved; censor general correspondence.

5. Take and transcribe occasional hearing testimony, board meeting proceedings, etc.

6. Perform involved clerical work in connection with stenographic duties.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's training in business school of recognized standing or equivalent.

3. Ability to take dictation at a speed of not less than one hundred and ten words per minute and to transcribe such record on a typewriter at not less than forty words per minute.

4. Three years' business experience or two years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Good judgment	Tact
Secretiveness	Poise
Trustworthiness	Neatness
Supervisory ability	Accuracy
Ability to meet the public	Alertness

SERVICE 32 - GRADE 16

STANDARD DUTIES

Under general supervision

1. Act as stenographer-secretary to head of department, arrange appointments and routine matters for executive.

2. Originate, prepare, or reply to responsible and important correspondence requiring high degree of judgment, thorough knowledge of organization, and subject matter covered.

3. Take and transcribe involved hearing testimony, board meeting proceedings, etc.

4. Supervise activities of a large group of typists and stenographers engaged in important work or assist in the supervision of a large section; instruct new employes.

5. Perform higaly involved clerical work in connection with stenographic duties.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's training in busines school of recognized standing or equivalent.

3. Ability to take and transcribe verbatim testimony.

4. Four years' business experience or three years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Good judgment	Tact
Dependability	Poise
Trustworthiness	Accuracy
Supervisory ability	Alertness
Ability to meet the public	Secretiveness

SERVICE 32 - GRADE 17

STANDARD DUTIES

Under direction

1. Handle correspondence requiring exercise of judgment in formulating new procedures or applying general administrative policies.

2. Supervise activities of a large group of typists and stenographers engaged in involved work; instruct new employes; or assist in the direction of a large correspondence section, or direct activities of hearing reporters.

3. Collect information for executive action when required.

4. Keep records of transactions; prepare office reports.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's special training in a business school of recognized standing or equivalent.

3. Ability to take and transcribe verbatim testimony.

4. Five years' business experience or four years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Secretiveness
Trustworthiness
Supervisory ability
Ability to meet the public
Tact
Poise
Alertness
Initiative

SERVICE 32 - GRADE 18

STANDARD DUTIES

Under direction

1. Handle correspondence requiring high degree of judgment in applying and interpreting general administrative policies.

2. Direct activities of a large group of typists and stenographers engaged in important and involved work; train new employes.

3. Collect, interpret, analyze, and condense information as a basis for executive action.

4. Keep records of transactions; prepare involved office reports.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's special training in business school of recognized standing or equivalent.

3. Six years' general business experience or five years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Secretiveness
Trustworthiness
Supervisory and administrative ability
Ability to meet the public
Tact
Poise
Alertness
Reliability
Good judgment

SUPPLY AND EQUIPMENT SERVICE

SERVICE 33

This service includes positions comprising duties which entail supervision or performance of work in connection with procuring, storing, distributing, and accounting for general stores, office supplies and equipment, or other material.

SERVICE 33 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Receive, issue, and deliver supplies.
2. Check incoming invoices and orders.
3. Store supplies.
4. Assemble lists of supplies.
5. Assist in taking inventories.
6. Operate paper cutting machine.
7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Willingness
Orderliness
Courteousness
Good physical condition
Honesty
Neatness
Industry
Alertness

SERVICE 33 - GRADE 13

STANDARD DUTIES

Under supervision

1. Have immediate charge of and be responsible for work of persons engaged in handling supplies, materials, and equipment.

2. Be responsible for condition of storeroom and safe keeping of stores.

3. Take inventory of stock periodically.

4. Supervise and assist in keeping of stores records.

5. Perform clerical work relative to receiving and dispatching supplies and equipment; keep record of commitments.

6. Determine prices of requisitions; or assist in establishing schedules of prices.

7. Make simple tracings, drawings and diagrams of forms.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's general experience.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Carefulness
Good physical condition
Minor supervisory ability
Honesty
Industry
Alertness

SERVICE 33 - GRADE 14

STANDARD DUTIES

Under supervision

1. Supervise and be responsible for receiving and dispatching supplies and equipment; or keep all storeroom records; or maintain commitment register.

2. Supervise taking of inventory in stock room.

3. Follow up requisitions and purchase orders; expedite delivery of materials.

4. Approve all bureau or department requisitions for supplies in stock room.

5. Review requests for supplies which must be purchased, submitting for approval those of unusual character.

6. Estimate costs of printing; establish schedules of prices.

7. Prepare drawings and diagrams of forms.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' general experience with a minimum of one year's experience in a storeroom.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Courteousness
Supervisory ability
Good physical condition
Honesty
Industry
Alertness
Carefulness

SERVICE 33 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Supervise and be responsible for receiving and dispatching supplies and equipment for an unusually large storeroom.

2. Be responsible and maintain records for efficient control of departmental supplies.

3. Perform important clerical work involved in purchasing materials, supplies, and equipment.

4. Purchase materials and equipment of a simple nature; assist in preparing standard purchase specifications.

5. Prepare important drawings and diagrams of forms.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' general experience with a minimum of two years' experience in handling stores or keeping stores records.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Carefulness
Courteousness
Good penmanship
Satisfactory physical condition
Honesty
Accuracy
Neatness
Industry

SERVICE 33 - GRADE 16

STANDARD DUTIES

Under general supervision

1. Be responsible for selling, purchasing, ordering, and issuing varied materials and equipment; or prepare standard purchase specifications.

2. Check and revise requisitions for supplies, equipment, or printing.

3. Perform difficult or specialized work of clerical nature involved in making purchases or issuing varied materials, supplies, and equipment; supervise a small group of persons engaged in this work.

4. Conduct correspondence; prepare reports.

5. Prepare complicated drawings and diagrams of forms.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' general experience with a minimum of three years' experience in handling, purchasing, or selling supplies.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Good judgment
Resourcefulness
Supervisory ability
Ability to meet the public
Tact
Energy
Honesty
Industry

SERVICE 33 - GRADE 17

STANDARD DUTIES

Under direction

1. Have entire responsibility for requisitioning and issuing supplies in a large department or assist in the administration of an unusually large storeroom.

2. Purchase varied materials, supplies, and equipment on a large scale or prepare important standard purchase specifications.

3. Personally perform or direct important phases of stores or purchase work; act as specialist on one line of supplies, forms, or equipment.

4. Conduct correspondence, prepare reports.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' general experience with a minimum of four years' experience in handling or purchasing supplies.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Ability to meet the public
Business and supervisory ability
Tact
Honesty
Initiative
Reliability

SERVICE 33 - GRADE 18

STANDARD DUTIES

Under direction

1. Exercise responsible direction and control over extensive purchases or requisitions of varied materials, supplies, and equipment, and their issuance; supervise activities of staff engaged in this work.

2. Prepare involved standard purchase specifications.

3. Act as specialist on important line of supplies or equipment.

4. Invite proposals, examine bids, make awards, negotiate contracts, and interview dealers or agents.

5. Conduct correspondence; prepare reports.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Six years' general experience with a minimum of five years' experience in handling or purchasing supplies and equipment.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Business, supervisory and administrative ability
Ability to meet the public
Tact
Honesty
Accuracy
Initiative
Reliability

SERVICE 33 - GRADE 19

STANDARD DUTIES

Under general direction

1. Direct and administer the issuance, purchase, or requisition of varied materials, supplies, and equipment for an unusually large storeroom.

2. Prepare highly technical standard purchase specifications; conduct or supervise tests to determine grades or quality of merchandise to be used.

3. Act as specialist on most important line of supplies or equipment.

4. Invite proposals, examine bids, make awards, negotiate contracts, and interview dealers or agents.

5. Conduct correspondence; prepare reports.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Seven years' general experience with a minimum of six years' experience in handling or purchasing supplies and equipment.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Resourcefulness
Business, administrative and executive ability
Ability to meet the public
Tact
Honesty
Accuracy
Reliability
Good judgment

SERVICE 33 - GRADE 20

STANDARD DUTIES

Under general direction

1. Direct and administer a section or division engaged in preparing standard purchase specifications or in purchasing varied supplies and equipment.

2. Review and approve specifications, proposals, bids, or contracts.

3. Conduct or direct researches to determine grades or qualities of merchandise to be used.

4. Conduct correspondence; prepare reports.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Eight years' general experience with a minimum of seven years' experience in handling or purchasing supplies and equipment.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Business, administrative and executive ability
Ability to meet the public
Tact
Honesty
Initiative
Reliability
Thoroughness

MAIL AND FILE SERVICE

SERVICE 34

This service includes positions comprising supervision or performance of work in connection with receiving, reading, routing, dispatching, classifying, or filing correspondence or other mail matter; filing papers, cards, or other office records or transcribing information for record purposes.

STANDARD DUTIES

Under immediate supervision

1. Assort, arrange, prepare, file or extract papers, cards, cross-reference sheets, address plates, books, samples, or other office records.

2. Furnish information from records.

3. Verify files; make notations on records when necessary.

4. Prepare index cards or cross-reference sheets.

5. Sort, open, count, time-stamp, and distribute mail; assemble, verify, and send out mail; keep records of receipt and dispatch of mail.

6. Head and route mail.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Good judgment
Ability to receive and follow instructions
Good physical condition

Honesty
Industry
Accuracy
Alertness
Carefulness

SERVICE 34 - GRADE 13

STANDARD DUTIES

Under supervision

1. Exercise independent judgment in sorting, classifying, arranging, and filing papers, cards, etc.

2. Search files for required correspondence or records.

3. Index correspondence according to some code such as numeric, alphabetic, subject, or phonetic.

4. Review work and instruct other mail, file, and record clerks.

5. Receive and record registered mail.

6. Search records to secure better addresses for returned mail.

7. Assist in supervision of mail, file, or record clerks.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's general experience.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Honesty
Carefulness	Industry
Courteousness	Accuracy
Good judgment	Alertness
Good physical condition	Initiative

SERVICE 34 - GRADE 14

STANDARD DUTIES

Under general supervision

1. Supervise a small group of persons engaged in filing cards, address plates, correspondence, etc., or in opening and dispatching mail.

2. Render decisions as to filing classifications.

3. Install new filing systems or methods and procedures in routing and handling correspondence.

4. Instruct clerks in methods of dealing with special cases or perform most complicated work personally.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' general experience or one year's successful experience in department in which services are required with a minimum of one year's experience in filing.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Carefulness
Good judgment
Courteousness
Satisfactory physical condition
Honesty
Industry
Accuracy
Alertness

SERVICE 34 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Supervise a large group of persons engaged in filing cards, address plates, correspondence, etc., or in opening and dispatching mail.

2. Carry out plans for expeditious handling, collection, distribution, or dispatch of correspondence and other papers.

3. Instruct clerks in methods of dealing with special cases or perform most involved work personally.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' general experience or two years' successful experience in department in which services are required with a minimum of two years' experience in filing.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Industry
Courteousness	Accuracy
Good judgment	Alertness
Resourcefulness	Initiative
Supervisory ability	Orderliness
Satisfactory physical condition	

SERVICE 34 - GRADE 16

STANDARD DUTIES

Under direction

1. Supervise and be responsible for operation of a medium-sized section engaged in filing records, correspondence, etc.; act as assistant to section or division chief.

2. Propose and carry out plans for expeditious handling, collection, distribution, or dispatch of correspondence and other papers.

3. Offer suggestions regarding installation of required filing systems.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' general experience or three years' successful experience in department in which services are required with a minimum of three years' experience in filing.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Accuracy
Courteousness	Industry
Good judgment	Alertness
Resourcefulness	Carefulness
Supervisory ability	

SERVICE 34 - GRADE 17

STANDARD DUTIES

Under direction

1. Supervise and be responsible for operation of a large section or division engaged in filing records, correspondence, etc.; or act as principal assistant to section or division chief.

2. Devise, install, and maintain plans for expeditious handling, collection, distribution, or dispatch of correspondence and other papers.

3. Suggest any necessary additions to or changes in present filing methods or devise new systems.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' general experience or four years' successful experience in department in which services are required with a minimum of four years' experience in filing.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Industry
Good judgment	Accuracy
Courteousness	Alertness
Resourcefulness	Initiative
Supervisory ability	Carefulness

GENERAL CLERICAL AND RECORD SERVICE

SERVICE 35

This service includes positions comprising clerical duties so varied, unique, or complex, that they cannot be classified under any other specific service.

SERVICE 35 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Maintain routine office records.

2. Verify transcripts of address plates against original copy; check and verify typed lists, checks, vouchers, pay roll, etc.

3. Examine applications, claims, contracts, documents, and reports.

4. Symbolize schedules, reports, or other papers according to simple numerical code.

5. Prepare charts and reports involving routine tabulating or computing.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Industry
Willingness	Accuracy
Courteousness	Alertness

SERVICE 35 - GRADE 13

STANDARD DUTIES

Under supervision

1. Assist in keeping registers; maintain important office records requiring involved tabulating or computing.

2. Supervise group of persons performing checking, proof reading, or other simple clerical work.

3. Prepare for examination vouchers and claims; keep records of disbursements and receipts or simple accounts.

4. Examine applications, claims, contracts, documents, and reports of an involved nature.

5. Symbolize schedules, reports, or other papers of both routine and special nature according to numerical code.

6. Compile reports; prepare requisitions, pay rolls, or vouchers; engross important papers.

7. Assist in receiving money for a bureau; keep necessary accounts and records; balance accounts daily; be responsible for large sums of money.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Reliability
Courteousness
Minor supervisory ability
Honesty
Industry
Accuracy

SERVICE 35 - GRADE 14

STANDARD DUTIES

Under supervision

1. Perform complex or difficult clerical work of a varied nature requiring exercise of some independent judgment in applying office rules and regulations.

2. Supervise a small group of employes or assist in administration of a section engaged in simple miscellaneous clerical work.

3. Prepare important statements and reports requiring complex tabulating and computing.

4. Maintain complex records of office statistics, disbursements, receipts and accounts.

5. Act as cashier for an organization responsible for large amounts of money.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' general experience or one year's successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Carefulness	Tact
Dependability	Industry
Trustworthiness	Accuracy
Supervisory ability	Alertness

SERVICE 35 - GRADE 15

STANDARD DUTIES

Under general supervision

1. Perform complex or difficult clerical work of a varied nature requiring exercise of independent judgment in applying office rules and regulations.

2. Be responsible for a small group engaged in clerical work of a varied nature; or assist in administration of a section engaged in routine clerical work.

3. Prepare complex statements and reports.

4. Maintain complex records of important office statistics, disbursements, receipts, and accounts.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' general experience; or two years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Dependability
Trustworthiness
Supervisory ability
Tact
Accuracy
Industry

SERVICE 35 - GRADE 16

STANDARD DUTIES

Under direction

1. Perform difficult clerical work requiring a high degree of responsibility and exercise of independent judgment.

2. Supervise a small section engaged in complex clerical work or assist in administration of a large section engaged in routine clerical work.

3. Maintain highly complex and important records and statistics.

4. Investigate procedures; write new or revised procedures and policies.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' general experience or three years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Initiative
Good judgment
Supervisory ability
Tact
Accuracy
Industry

SERVICE 35 - GRADE 17

STANDARD DUTIES

Under direction

1. Perform most difficult or unusual varied clerical work requiring a high degree of responsibility and exercise of independent judgment.

2. Be responsible for a working unit of employes engaged in complex varied clerical work; or supervise or assist in administration of a major section engaged in routine clerical work.

3. Maintain most complex and important records.

4. Investigate procedures; plan and write new or revised procedures and policies.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' general experience or four years' successful experience in department in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Trustworthiness
Supervisory ability
Alertness
Initiative
Thoroughness

OFFICE APPLIANCE OPERATING SERVICE

SERVICE 36

This service includes positions comprising supervision or performance of work incident to the operation of calculating, billing, bookkeeping, posting, embossing, addressing, listing, multigraphing, multilithing, mimeographing, duplicating, sealing, opening, photostat, tabulating, key punching machines, or other mechanical office devices.

SERVICE 36 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Operate accounting, mail opening, embossing, bookkeeping, calculating, mimeographing, addressing machines, or other mechanical devices of commensurate difficulty.

2. Emboss address plates from copy; make changes on incorrect plates.

3. Post entries or prepare bills on bookkeeping machines.

4. Punch cards from schedules, reports, etc., and perform general clerical work incident thereto.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Carefulness
Nerve endurance
Accuracy
Industry

SERVICE 36 - GRADE 13

STANDARD DUTIES

Under supervision

1. Supervise a small group of persons operating mechanical office appliances or personally perform complicated work.

2. Operate multilith, multigraph, blueprint, photostat, tabulating, microfilm machine or other mechanical device of commensurate difficulty.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

3. One year's experience in operating designated office appliance.

STANDARD PERSONAL QUALIFICATIONS

Nerve endurance	Accuracy
Mechanical aptitude	Alertness
Minor supervisory ability	Carefulness

STANDARD DUTIES

Under supervision

1. Supervise a group of persons operating mechanical office appliances; or a smaller group operating varied appliances; or personally perform more complicated work.

2. Operate a photostat machine reproducing manuscripts and reports or unusually difficult work.

3. Assist in adjusting machines; or operate machine on varied work.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

3. Two years' experience in operating designated office appliance.

STANDARD PERSONAL QUALIFICATIONS

Reliability	Tact
Nerve endurance	Industry
Mechanical aptitude	Accuracy
Supervisory ability	Alertness

STANDARD DUTIES

Under general supervision

1. Supervise a large group of persons operating varied mechanical office appliances; or personally perform especially complicated work.

2. Direct activities of a small group of tabulating machine operators; wire machines for simple operation; carry out important clerical work incident to tabulation.

3. Operate photostat machines reproducing old manuscripts, records, and unusually difficult work.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

3. Three years' experience in operating designated office appliance.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness	Industry
Nerve endurance	Accuracy
Mechanical aptitude	Alertness
Supervisory ability	Reliability

STANDARD DUTIES

Under direction

1. Supervise an unusually large group of persons operating varied mechanical office appliances; or personally perform most complicated work.

2. Direct activities of a group of tabulating machine operators; wire machines for complicated operations; be responsible for important clerical work incident to tabulation.

3. Supervise a group of persons operating photostat, microfilm or other mechanical devices of commensurate importance on unusually difficult work.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

3. Four years' experience in operating designated office appliance.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Mechanical aptitude
Resourcefulness
Accuracy
Alertness
Reliability

SERVICE 36 - GRADE 17

STANDARD DUTIES

Under direction

1. Direct and be responsible for activities of a large group of tabulating machine operators performing highly involved work, both machine and clerical.

2. Wire machines for most complicated operations; instruct employes in methods of wiring.

3. Plan and coordinate work to secure maximum use of machines.

4. Devise and install new methods and procedures relating to machine tabulation.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Ability to operate designated office appliance.

3. Five years' experience operating designated office appliance, including at least one year in a supervisory capacity.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Mechanical aptitude
Initiative
Resourcefulness
Good judgment
Accuracy
Thoroughness

MESSENGER SERVICE

SERVICE 37

This service includes positions comprising duties which entail supervision or performance of work such as delivering messages, mail, and other papers, directing callers, or performing other miscellaneous office work.

SERIAL 37 - GRADE 1a

STANDARD DUTIES

Under supervision

1. Collect and distribute assorted mail and files throughout a department; or act as interdepartmental messenger.

2. Receive and deliver important books, papers, and messages.

3. Perform important special messenger work.

4. Perform routine office and clerical work.

5. Perform related work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

STANDARD PERSONAL QUALIFICATIONS

Orderliness	Honesty
Courteousness	Industry
Dependability	Alertness
Good physical condition	Willingness

STANDARD DUTIES

Under supervision

1. Supervise collection of mail.

2. Arrange for prompt dispatch of rush communications.

3. Assign messengers for special work; or personally perform most important assignments.

4. Perform general office and clerical work.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's general experience.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Willingness
Good judgment
Dependability
Courteousness
Good physical condition
Honesty
Industry
Neatness
Alertness
Initiative

SERVICE 37 - GRADE 14

STANDARD DUTIES

Under supervision

1. Direct activities of large group of messengers; assign employes; plan work to produce best service with least expenditure of time.

2. Search for papers lost or mislaid in course of transit.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' general experience.

STANDARD PERSONAL QUALIFICATIONS

Minor supervisory ability	Accuracy
Thoroughness	Alertness
Industry	Honesty
Resourcefulness	Courteousness

LIQUOR STORE SALES - FIRST PLAN

This service includes classes of positions comprising duties which include supervision or performance of work in connection with selling, storing, and accounting for liquor in Pennsylvania Liquor Stores.

The basis of classification for positions of liquor store managers and principal clerks shall be the volume of work and degree of responsibility. The number of units (bottles) sold in the store shall be the determining factor in weighing the volume of work and degree of responsibility.

The exact ratio between bottles sold and dollars of compensation paid shall be established annually. Experience has demonstrated that 35,000 bottles per year is the maximum volume of business that can be handled efficiently by one employe, the manager. Therefore, two types of stores are designated - "one-man stores" and "multiple-man stores". The following formulas are prescribed for these two types of stores:

One-Man Stores - Positions of managers of one-man stores shall be classified in Grades 14 and 15. The minima of Grades 14 and 15 and the first three increments of each of these grades are used to establish A, B, C and D grades of stores. The salary differential available for these eight grades of stores is from the minimum of Grade 14 ($1866) to the minimum of Grade 16 ($2508), or $642. The bottle ranges are from zero to 35,000, a differential of 35,000. Dividing the bottle differential (35,000) by the salary differential($642) establishes

the number of bottles to be sold for each dollar of compensation (54.5 bottles) above the minimum salary for Grade 14. The number of bottles so determined shall be known as the "bottle factor for one-man stores".

Minimum bottles to be sold for each grade of one-man store shall be determined as follows:

From the minimum salary established for the grade of store, deduct the minimum salary for the lowest grade of one-man store (14-A). Multiply the difference by the "bottle factor for one-man stores."

Maximum bottles to be sold for each grade of one-man store shall be one bottle less than the minimum bottles for the next higher grade of store.

<u>Multiple-Man Stores</u> - Multiple-man stores shall be classified in grades 16 to 19 inclusive. The minima of each grade and the first three increments are used to establish A, B, C and D grades of stores. The salary differential available for these sixteen grades of stores is from the minimum of grade 16 ($2508) to the minimum of grade 20 ($4536), or a differential of $2028. The bottle ranges are from 35,001 (the first figure immediately above one-man stores) to 719,736, the average maximum bottle sales for the past five years, 1941-1945 inclusive, or a differential of 684,735. Dividing the bottle differential (684,735) by the salary differential ($2028) establishes the number of bottles to be

sold for each dollar of compensation (337.64 bottles). The number of bottles so determined shall be known as the "bottle factor for multiple-man stores".

Minimum bottles to be sold for each grade of multiple-man store shall be determined as follows:

From the minimum salary established for the grade of store, deduct the minimum salary for the lowest grade of multiple-man stores (16-A). Multiply the difference by the "bottle factor for multiple-man stores" and add 35,001.

Maximum bottles to be sold for each grade of multiple-man store shall be one bottle less than the minimum bottles for the next higher grade of store.

Adjustment of Bottle Ranges and Salaries

Bottle ranges for each grade of store shall be computed annually on the basis of business transacted for the preceding five calendar years. Adjustment of bottle ranges shall become effective on June 1 of each year. Assignment of stores to the respective grades shall be made on the basis of bottle sales in each store for the preceding calendar year. Adjustment of salaries for managers and principal clerks to conform to the grade of store shall be effective June 1 of each year.

Increments

Six uniform increments are provided for each grade of store. Increments shall be granted employes in accordance with the standard increment schedule. The change in the grade of store, due to changes

in volume of business, shall not affect the employe's place on the increment schedule. For example, a manager during the third year of service, being paid at the second salary increment in a Grade 18-A store ($3642) will receive during the fourth year, if the grade of store changes to an 18-B store, the third increment for that grade store ($3906). Conversely, a manager during the third year of service, being paid the second salary increment in a Grade 18-B store ($3774) will receive during the fourth year of service the same salary, if the grade of store changes to 18-A.

Principal Clerks

The position of principal clerk, who functions in the capacity of assistant manager of the liquor store, shall be permitted in all Grade 17, 18 and 19 stores, and may be permitted in Grade 16-B, C and D stores. The position of principal clerk in each instance shall be classified two grades lower than the position of manager of the store in which employed, but the principal clerk's place on the increment schedule in that grade shall depend on his years of credited service as a principal clerk.

The salary schedule and bottle ranges for the fiscal year 1946-1947 will be found on the following page.

THE COMPENSATION SCHEDULE

[illegible] LIQUOR STORE MANAGERS AND PRINCIPAL CLERKS - FIRST PLAN

GRADE	BATTLE RANGE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS 1st	2nd	3rd	4th	5th	6th	MAXIMUM ANNUAL SALARY
19D	660,986 and over	4,362	4,512	4,662	4,812	4,962	5,112	5,262	5,262
19C	610,340 to 660,985	4,212	4,362	4,512	4,662	4,812	4,962	5,112	5,112
19B	559,694 to 610,339	4,062	4,212	4,362	4,512	4,662	4,812	4,962	4,962
19A	509,048 to 559,693	3,912	4,062	4,212	4,362	4,512	4,662	4,812	4,812
18D	462,453 to 509,047	3,774	3,906	4,038	4,170	4,302	4,434	4,566	4,566
18C	417,885 to 462,452	3,642	3,774	3,906	4,038	4,170	4,302	4,434	4,434
18B	373,316 to 417,884	3,510	3,642	3,774	3,906	4,038	4,170	4,302	4,302
18A	328,748 to 373,315	3,378	3,510	3,642	3,774	3,906	4,038	4,170	3,170
17D	288,231 to 328,747	3,258	3,372	3,486	3,600	3,714	3,828	3,942	3,942
17C	249,740 to 288,230	3,144	3,258	3,372	3,486	3,600	3,714	3,828	3,828
17B	211,249 to 249,739	3,030	3,144	3,258	3,372	3,486	3,600	3,714	3,714
17A	172,758 to 211,248	2,916	3,030	3,144	3,258	3,372	3,486	3,600	3,600
16D	132,241 to 172,757	2,796	2,892	2,988	3,084	3,180	3,276	3,372	3,372
16C	99,828 to 132,240	2,700	2,796	2,892	2,988	3,084	3,180	3,276	3,276
16B	67,414 to 99,827	2,604	2,700	2,796	2,892	2,988	3,084	3,180	3,180
16A	35,001 to 67,413	2,508	2,604	2,700	2,796	2,892	2,988	3,084	3,084
15D	[illegible] to [illegible]	2,418	2,502	2,586	2,670	2,754	2,838	2,922	2,922
15C	[illegible] to [illegible]	2,334	2,418	2,502	2,586	2,670	2,754	2,838	2,838
[illegible]	[illegible] to [illegible]	[illegible]	2,334	2,418	2,502	2,586	2,670	2,754	2,754
[illegible]	[illegible] to [illegible]	2,166	2,250	2,334	2,418	2,502	2,586	2,670	2,670
[illegible]	[illegible] to [illegible]	2,082	2,154	2,226	2,298	2,370	2,442	2,514	2,514
[illegible]	[illegible]	2,010	2,082	2,154	2,226	2,298	2,370	2,442	2,442
[illegible]	[illegible]	1,938	2,010	2,082	2,154	2,226	2,298	2,370	2,370
[illegible]	[illegible]	1,866	1,938	2,010	2,082	2,154	2,226	2,298	2,298

LIQUOR STORE SALES - SECOND PLAN

This service includes classes of positions comprising duties which include supervision or performance of work in connection with selling, storing, and accounting for liquor in Pennsylvania Liquor Stores.

The basis of classification for positions of liquor store managers and principal clerks shall be the volume of work and degree of responsibility. The number of units (bottles) sold in the store shall be the determining factor in weighing the volume of work and degree of responsibility

The exact ratio between bottles sold and dollars of compensation paid shall be established annually. Experience has demonstrated that 35,000 bottles per year is the maximum volume of business that can be handled efficiently by one employe, the manager. Therefore, two types of stores are designated - "one-man stores" and "multiple-man stores". The following formulas are prescribed for these two types of stores:

One-Man Stores - Positions of managers of one-man stores shall be classified in grades 14 and 15. The salary differential available for these grades of stores is from the minimum of grade 14 ($1866) to the minimum of grade 16 ($2508), or $642. The bottle ranges are from zero to 35,000, a differential of 35,000. Dividing the bottle differential (35,000) by the salary differential ($642) establishes the number of bottles to be sold for each dollar of compensation (54.5 bottles) above the minimum salary for grade 14. The number of bottles so determined shall be known as the "bottle factor for one-man stores".

Minimum bottles to be sold for each grade of one-man store shall be determined as follows:

From the minimum salary established for the grade of store, deduct the minimum salary for the lowest grade of one-man stores (14). Multiply the difference by the "bottle factor for one-man stores."

Maximum bottles to be sold for each grade of one-man store shall be one bottle less than the minimum bottles for the next higher grade of store.

Multiple-Man Stores - Multiple-man stores shall be classified in grades 16 to 19 inclusive. The salary differential available for these grades of stores is from the minimum of grade 16 ($2508) to the minimum of grade 20 ($4536), or a differential of $2028. The bottle ranges are from 35,001 (the first figure immediately above one-man stores) to 719,736 (the average maximum bottle sales for the past five years, 1941-1945 inclusive), or a differential of 684,735. Dividing the bottle differential (684,735) by the salary differential ($2028) establishes the number of bottles to be sold for each dollar of compensation (337.64 bottles). The number of bottles so determined shall be known as the "bottle factor for multiple man stores".

Minimum bottles to be sold for each grade of multiple-man stores shall be determined as follows:

From the minimum salary established for the grade of store, deduct the minimum salary for the lowest grade of multiple-man stores (16). Multiply the difference by the "bottle factor for multiple-man stores" and add 35,001.

Maximum bottles to be sold for each grade of multiple-man stores shall be one bottle less than the minimum bottles for the next higher grade of store.

Adjustment of Bottle Ranges and Salaries

Bottle ranges for each grade of store shall be computed annually on the basis of business transacted for the preceding five calendar years. Adjustment of bottle ranges shall become effective on June 1 of each year. Assignment of stores to the respective grades shall be made on the basis of bottle sales in each store for the preceding calendar year. Adjustment of salaries for managers and principal clerks to conform to the grade of store shall be effective June 1 of each year. Every manager and principal clerk shall be guaranteed the minimum salary for the grade of store in which employed.

Increments

Increments shall be granted employes in accordance with the standard increment schedule. The change in grade of store, due to change in volume of business, shall not affect the employe's place on the increment schedule.

Annual Salary Adjustment

In addition to the minimum salary or salary with increments, each manager and principal clerk shall receive annually a supplemental check for any sales in excess of the minimum established for the grade of store. This check shall be computed to the nearest dollar, by dividing sales above minimum bottle range by the "bottle factor"

applicable to the type of store. For example, a manager in a grade 17 store, with a bottle range from 172,758 to 328,747 during the third year of service and being paid at the second increment ($3144) shall, after June 1, provided the store sold 200,000 bottles, receive an additional check in the amount of $81.00. The principal clerk in the same store, in grade 15, will receive a supplemental check in like amount. Neither the maximum salary nor the maximum bottles for the grade of store shall be taken into consideration in computing the supplemental check for these employes. This supplemental check shall not affect the increments to which the employes are entitled.

Principal Clerks

The position of principal clerk, who functions in the capacity of assistant manager of the liquor store, shall be permitted in all grade 17, 18 and 19 stores, and may be permitted in the larger grade 16 stores. The position of principal clerk in each instance shall be classified two grades lower than the position of manager of the store in which employed, but the principal clerk's place on the increment schedule in that grade shall depend on his years of credited service as a principal clerk.

The salary schedule and bottle ranges for the fiscal year 1946-1947 will be found on the following page.

THE COMPENSATION SCHEDULE

FOR LIQUOR STORE MANAGERS AND PRINCIPAL CLERKS

SECOND PLAN

GRADE	BOTTLE RANGE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS						MAXIMUM ANNUAL SALARY
			1st	2nd	3rd	4th	5th	6th	
19	509,048 and over	3,912	4,062	4,212	4,362	4,512	4,662	4,812	4,812
18	328,748 to 509,047	3,378	3,510	3,642	3,774	3,906	4,038	4,170	4,170
17	172,758 to 328,747	2,916	3,030	3,144	3,258	3,372	3,486	3,600	3,600
16	35,001 to 172,757	2,508	2,604	2,700	2,796	2,892	2,988	3,084	3,084
15	16,350 to 35,000	2,166	2,250	2,334	2,418	2,502	2,586	2,670	2,670
14	Up to 16,349	1,866	1,938	2,010	2,082	2,154	2,226	2,298	2,298

LIQUOR STORE SALES

SERVICE 38 - GRADE 13

STANDARD DUTIES

Under supervision

1. Perform the ordinary work involved in the operation of a Pennsylvania Liquor Store, including the making and recording of sales, receiving, storing, and arrangement of merchandise, equipment, and supplies.

2. Keep premises and merchandise clean and orderly.

3. Maintain records, prepare tallies and reports, balance cash.

4. Affix state and federal seals; unpack merchandise.

5. Take inventories.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in clerical or selling work.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Good physical condition
Accuracy
Honesty
Trustworthiness
Ability to receive and follow instructions

SERVICE 38 - GRADE 14

STANDARD DUTIES

Under general supervision

1. In the absence of the manager, be primarily responsible for, and otherwise assist in the management of a small "multiple-man" Pennsylvania Liquor Store (Grade 16).

2. Carry out specific assignments, or have immediate supervision of certain phases of a store's operation.

3. Assist in maintaining proper inventories, oversee storage of merchandise, and cleanliness and order of store.

4. Assist in conducting correspondence.

5. Supervise activities of subordinate personnel.

6. Manage without subordinate personnel except in emergency, a small "one-man" Pennsylvania Liquor Store (Grade 14).

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Minor supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

SERVICE 38 - GRADE 15

STANDARD DUTIES

Under direction

1. Manage without subordinate personnel except in emergency a large "one-man" Pennsylvania Liquor Store (Grade 15).

2. In the absence of the manager, be primarily responsible for, and otherwise assist in the management of a medium "multiple-man" Pennsylvania Liquor Store (Grade 17).

3. Carry out specific assignments, or have immediate supervision of certain phases of a store's operation.

4. Assist in maintaining proper inventories, oversee storage of merchandise, and cleanliness and order of store.

5. Assist in conducting correspondence.

6. Supervise activities of subordinate personnel.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

SERVICE 38 - GRADE 16

STANDARD DUTIES

Under direction

1. Manage a small "multiple-man" Pennsylvania Liquor Store (Grade 16) involving making of sales; protection of cash, inventories, physical property, and equipment; maintenance of records; preparation of reports.

2. Maintain proper inventories; direct placement and storage of merchandise, oversee order and cleanliness of merchandise, equipment, and premises.

3. Conduct correspondence.

4. In the absence of the manager, be primarily responsible for, and otherwise assist in the management of a large "multiple-man" Pennsylvania Liquor Store (Grade 18).

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

SERVICE 38 - GRADE 17

STANDARD DUTIES

Under direction

1. Manage a medium "multiple-man" Pennsylvania Liquor Store (Grade 17) involving making of sales; protection of cash, inventories, physical property, and equipment; maintenance of records; preparation of reports.

2. Maintain proper inventories; direct placement and storage of merchandise; oversee order and cleanliness of merchandise, equipment, and premises.

3. Conduct correspondence.

4. In the absence of the manager, be primarily responsible for, and otherwise assist in the management of a very large "multiple-man" Pennsylvania Liquor Store (Grade 19).

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

SERVICE 38 - GRADE 18

STANDARD DUTIES

Under direction

1. Manage a large "multiple-man" Pennsylvania Liquor Store (Grade 18) involving making of sales; protection of cash, inventories, physical property, and equipment; maintenance of records; preparation of reports.

2. Maintain proper inventories; direct placement and storage of merchandise; oversee order and cleanliness of merchandise, equipment and premises.

3. Conduct correspondence.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

SERVICE 38 - GRADE 19

STANDARD DUTIES

Under direction

1. Manage a very large "multiple-man" Pennsylvania Liquor Store (Grade 19) involving making of sales; protection of cash inventories, physical property, and equipment; maintenance of records; preparation of reports.

2. Maintain proper inventories; direct placement and storage of merchandise; oversee order and cleanliness of merchandise, equipment and premises.

3. Conduct correspondence.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in clerical or selling work, at least one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Courteousness
Supervisory ability
Accuracy
Trustworthiness
Good physical condition
Initiative

STATE POLICE SERVICE

SERVICE 41

This service includes positions comprising supervision or performance of work involving enforcement of law, protection of life and property, prevention and detection of crime.

The separate salary schedule for this service will be found on the following page. Ten increments are provided to be granted after the 1st, 2nd, 3rd, 4th, 5th, 6th, 9th, 12th, 15th, and 19th year of service. Promotion from one rank to another shall not change the place on the increment schedule. For example a private with three years service receiving the second increment ($1872) will receive when promoted to private 1st class at the beginning of his fourth year of service the third increment for that rank ($2394).

THE COMPENSATION SCHEDULE FOR STATE POLICE

GRADE	MINIMUM ANNUAL SALARY	ANNUAL SALARY INCLUDING INCREMENTS										MAXIMUM ANNUAL SALARY
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	
Major	3,912	4,062	2,188	4,362	4,536	4,710	4,860	5,064	5,268	5,472	5,640	5,640
Captain	3,510	3,612	3,762	3,912	4,062	4,188	4,362	4,536	4,710	4,860	5,064	5,064
Lieutenant	3,042	3,192	3,342	3,468	3,642	3,816	3,990	4,140	4,344	4,548	4,752	4,752
1st Sergeant & Detective Sergeant	2,790	2,892	3,042	3,192	3,342	3,468	3,642	3,816	3,990	4,140	4,344	4,344
Sergeant and Detective	2,394	2,526	2,658	2,790	2,892	3,042	3,192	3,342	3,468	3,642	3,816	3,816
Corporal	2,196	2,310	2,394	2,526	2,658	2,790	2,892	3,042	3,192	3,342	3,468	3,468
Private 1st Class	2,082	2,196	2,310	2,394	2,526	2,658	2,790	2,892	3,042	3,192	3,342	3,342
Private	1,656	1,764	1,872	1,980	2,088	2,196	2,304	2,412	2,520	2,628	2,736	2,736
Student Recruit	900											

SERVICE 41 - STUDENT

STANDARD DUTIES

Under immediate supervision

1. Receive instruction and training prerequisite to becoming a state policeman.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education and preferably high school training.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Courteousness
At least 5'8" tall
Physical and moral courage
Good physical condition and appearance
Between ages of 21 and 40 years at time of examination.

Honesty
Neatness
Strength
Alertness
Carefulness

[illegible]

STANDARD DUTIES

Under immediate supervision

1. Patrol highways, waterways, and districts not otherwise policed.
2. Direct traffic on highways; investigate motor vehicle accidents.
3. Assist local authorities in maintenance of law and order.
4. Prepare reports of investigations, arrests, and disposition of criminals.
5. List and maintain record of criminals in district.
6. Assist fish, game, and forest wardens in investigation and arrest of offenders.
7. Serve warrants, subpoenas, and other legal documents relating to crime and traffic.
8. Perform other work as required.

MINIMUM QUALIFICATIONS -

1. Common school education and preferably high school training.
2. Graduate of police training school.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Courteousness
Carefulness
Physical and moral courage
Good physical condition and appearance
Tact
Poise
Honesty
Neatness
Strength
Alertness

STANDARD DUTIES

Under supervision

1. Regulate vehicular traffic on highways; perform escort duty; patrol waterways; enforce existing laws; arrest violators; assist in prosecutions.

2. Investigate violations of criminal law or motor-vehicle accidents; assist in investigating fish, game, and forestry law violations.

3. Prepare reports covering investigations, arrests, and disposition of cases.

4. Serve warrants, subpoenas, and other legal documents relating to crime; collect "bad checks".

5. Examine applicants for motor-vehicle operators' licenses and official inspection stations.

6. Assist local authorities in law enforcement.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education and preferably high school training.

2. Graduate of police training school.

3. Previous experience in rank of private.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Courteousness
Carefulness
Physical and moral courage
Good physical condition and appearance
Tact
Poise
Honesty
Neatness
Strength
Alertness

SERGEANT - CORPORAL

STANDARD DUTIES

Under general supervision

1. Be responsible for activities of a small sub-station; arrange for escorts; regulate traffic.

2. Enforce existing laws; arrest violators; assist in prosecutions; assist local authorities in law enforcement.

3. Assign patrols and special investigations; regulate traffic in district; investigate fish, game, and forestry law violations.

4. Review and approve forms and reports covering investigations, arrests, and disposition of cases; check invoices covering personal expenses, board, and lodging.

5. Serve warrants, subpoenas, and other legal documents relating to crime; collect "bad checks".

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in ranks below grade of corporal.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Carefulness
Courteousness
Resourcefulness
Ability to handle men
Good physical condition
Physical and moral courage
Tact
Poise
Honesty
Strength
Neatness
Alertness

STANDARD DUTIES

Under general supervision

1. Supervise and be responsible for activities and discipline of large sub-station; supervise and make special investigations of crime for various state departments, District attorneys, etc., and such special investigations as are assigned.

2. Enforce existing laws; arrest violators; assist in prosecutions.

3. Direct traffic on highways; patrol waterways.

4. Conduct investigations regarding violations of criminal and civil law.

5. Prepare reports covering investigations, arrests, and disposition of cases; review reports of subordinates.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in all ranks below the grade of sergeant.

STANDARD PERSONAL QUALIFICATIONS

Reliability
Courteousness
Resourcefulness
Ability to handle men
Good physical condition
Physical and moral courage
Poise
Honesty
Neatness
Strength
Alertness

SERVICE [illegible] GRADE

STANDARD DUTIES

Under general supervision

1. Assist troop commander at troop headquarters; direct operation of personnel; be responsible for disciplinary orders.

2. Enforce existing laws; arrest violators; assist in prosecutions.

3. Be responsible for, supervise, and direct clerical activities at troop headquarters; prepare reports.

4. Review all reports from field; assist in preparation of court trials; interview witnesses.

5. Supervise training of student policeman.

6. Conduct investigations throughout troops.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in all ranks below the grade of first sergeant.

STANDARD PERSONAL QUALIFICATIONS

Thoroughness
Courteousness
Resourcefulness
Ability to handle men
Good physical condition
Physical and moral courage
Honesty
Strength
Neatness
Alertness
Reliability

SERVICE 41 - LIEUTENANT GRADE

STANDARD DUTIES

Under direction

1. Direct and control activities of a troop; be responsible for law enforcement and traffic conditions.

2. Conduct investigations of major importance or confidential nature; prepare reports.

3. Review and approve reports and requisitions prepared in troop.

4. Prepare cases for court.

5. Assist in conducting school for training in police work.

6. Contact representative citizens, and public officials to obtain reaction to activities of subordinates.

7. Inspect sub-stations in troop; appraise and condemn equipment.

8. Address large or select groups interested in law enforcement and highway safety.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in all ranks below the grade of lieutenant.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness	Poise
Ability to handle men	Industry
Good physical condition	Neatness
Ability to meet the public	Integrity
Physical and moral courage	Reliability

SERGEANT - DETAIL OFFICER

STANDARD DUTIES

Under direction

1. Command police troop; enforce existing laws; arrest violators.

2. Issue bulletins and orders covering activities of troop.

3. Direct major or confidential criminal and civil investigations; prepare reports.

4. Review and approve all reports prepared in troop; make recommendations.

5. Assign patrols according to traffic conditions; assume direct charge of traffic in emergencies.

6. Conduct school for training in police work.

7. Inspect troops, personnel, and records.

8. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in all ranks below the grade of captain.

STANDARD PERSONAL QUALIFICATIONS

Ability to handle men
Good physical condition
Ability to meet the public
Supervisory and administrative ability

Poise
Integrity
Reliability
Courteousness
Resourcefulness

SERVICE 41 - MAJOR GRADE

STANDARD DUTIES

Under general direction

1. Direct and control activities of police squadron comprising several troops or of training school.

2. Direct major or confidential investigations.

3. Address large or select groups interested in law enforcement or highway safety.

4. Be responsible for traffic conditions and law enforcement in assigned district.

5. Recommend policies and action on personnel matters.

6. Perform other work.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduate of police training school.

2. Previous experience in all ranks below the grade of major.

STANDARD PERSONAL QUALIFICATIONS

Supervisory and administrative ability	Integrity
Ability to handle men	Courteousness
Initiative	Good judgment
Ability to meet the public	Thoroughness
Reliability	

SKILLED TRADES AND LABOR SERVICE

SERVICE 42

This service includes positions comprising duties which entail supervision or performance of work in an industrial occupation requiring trade apprenticeship, special skill, or manual labor.

SERVICE 42 - GRADE 11

STANDARD DUTIES

Under immediate supervision

1. Perform simple, routine, manual labor.
2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Good physical condition
Ability to receive and follow instructions
Industry
Strength
Alertness
Willingness

SERVICE 42 - GRADE 12

STANDARD DUTIES

Under immediate supervision

1. Execute simple work requiring some training and experience in designated trade.

2. Assist in tasks necessitating only limited knowledge of trade.

3. Perform manual labor requiring some skill, training, and experience, or moderate degree of responsibility.

4. Operate passenger and freight elevators.

5. Perform manual labor requiring physical strength and endurance rather than training and experience, such as moving heavy furniture, loading and unloading trucks, unpacking freight, caring for grounds, and working in the heating plant.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's general experience.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Carefulness
Aptitude for trade
Good physical condition
Honesty
Industry
Strength

STANDARD DUTIES

Under supervision

1. Stoke power boiler unit where heavy firing is not required.

2. Execute general heating work requiring some training and experience in designated trade.

3. Serve as apprentice to master in any skilled trade.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Two years' general experience.

STANDARD PERSONAL QUALIFICATIONS

Carefulness
Courteousness
Aptitude for trade
Good physical condition
Honesty
Strength
Industry
Alertness

STANDARD DUTIES

Under direction

1. Devise, design, plan, install, maintain, and repair any required equipment.

2. Act as foreman of group of unskilled laborers.

3. Stoke power boiler unit where constant firing is demanded.

4. Operate electric motors, pumps, generators, refrigeration or sewage disposal plant.

5. Execute moderately important work requiring some training and experience in designated trade.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Three years' experience in designated trade.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Knowledge of trade
Supervisory ability
Good physical condition

Honesty
Industry
Alertness
Carefulness

STANDARD DUTIES

Under direction

1. Execute important and responsible work requiring considerable training and experience in designated trade and exercise of independent judgment either in artisan class such as repairing, reconstructing and operating office appliances, automotive and electrical equipment, electric and gasoline motors, etc., or in craftsman class such as installing, repairing and reconstructing, plumbing or carpentry, painting walls, floors and furniture, upholstering furniture, etc..

2. Plan and direct activities of a large group of unskilled laborers.

3. Devise, design, plan, install, maintain, and repair any special equipment.

4. Operate telegraph instruments or supervise installation of telephone equipment.

5. Operate, care for, and repair tug, cutter, fire apparatus, etc.

6. Be responsible for boiler room of a large plant having high pressure boiler.

7. Supervise all mechanical and power functions of a small institution.

8. Repair, oil, clean and operate electric and gasoline motors.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Completion of apprenticeship.

3. Four years' experience in designated trade.

STANDARD PERSONAL QUALIFICATIONS

Resourcefulness
Knowledge of trade
Supervisory ability
Good physical condition
Industry
Alertness
Integrity
Good judgment

STANDARD DUTIES

Under direction

1. Direct the activities of a large group of unskilled and skilled laborers, or supervise a small group of skilled artisans or craftsmen.

2. Perform very difficult, important, and responsible work in artisan or craftsman class.

3. Direct the operation, care, and repair of tug, cutter, fire apparatus, etc..

4. Supervise all mechanical and power functions or maintenance services of an institution of medium size.

5. Give instruction in any designated skilled trade; or supervise a number of skilled tradesmen.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Completion of apprenticeship.

3. Five years' experience in designated trade.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Knowledge of trade
Supervisory ability
Good physical condition
Honesty
Industry
Alertness
Initiative

STANDARD DUTIES

Under general direction

1. Direct the activities of a large group of persons performing difficult work of any skilled trade.

2. Perform most difficult, important, and responsible work in artisan or craftsman class.

3. Have complete charge of engine room and boiler house of a large plant; be responsible for production of power and heat.

4. Be responsible for all maintenance services of an institution of medium size, or large state office building.

5. Direct all mechanical, power and maintenance functions of a small institution.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Completion of apprenticeship.

3. Four years' experience in designated trade.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Knowledge of trade
Supervisory ability
Good physical condition
Honesty
Industry
Alertness
Initiative

STANDARD DUTIES

Under general direction

1. Be responsible for maintenance of all mechanical and power functions of a large institution.

2. Be responsible for all repairs to buildings and grounds in largest institution.

3. Direct all mechanical power and maintenance functions in an institution of medium size.

4. Supervise a small group of persons performing specialized work in artisan or craftsman class.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Completion of apprenticeship.

3. Five years' experience in mechanical work or designated trade.

STANDARD PERSONAL QUALIFICATIONS

Ability to organize work
Resourcefulness
Good judgment
Good physical condition
Industry
Honesty
Alertness
Supervisory ability

SERVICE 42 - GRADE 19

STANDARD DUTIES

Under general direction

1. Supervise power plant and all construction and repair work at an institution.

2. Direct all mechanical, power, and maintenance functions at a large institution, or other comparable state installation.

3. Be responsible for specialized work in artisan or craftsman class.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Completion of apprenticeship.

3. Six years' experience in mechanical work or designated trade.

STANDARD PERSONAL QUALIFICATIONS

Ability to plan and execute work
Good judgment
Resourcefulness
Alertness
Recognized ability in field
Honesty
Supervisory ability
Good physical condition

SERVICE 42 - GRADE 20

STANDARD DUTIES

Under general direction

1. Direct specialized work of a large number of employes in artisan or craftsman class.

2. Direct all mechanical, power, and maintenance functions at an unusually large institution or other comparable state installation.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Completion of apprenticeship.

3. Six years' experience in mechanical work or designated trade.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Good judgment
Initiative
Resourcefulness

Outstanding ability in specialized field
Ability to plan and execute work

SERVICE 42 - GRADE 21

STANDARD DUTIES

Under general administrative direction

1. Direct major project in artisan or craftsman field.

2. Be responsible for studies and computations necessary for preparation of reports, cost estimates, designs, or valuations.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Completion of apprenticeship.

3. Seven years' experience in mechanical work or designated trade.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Good judgment
Initiative
Outstanding ability in specialized field
Resourcefulness
Ability to plan and execute work

DOMESTIC AND JANITORIAL SERVICE

SERVICE 43

This service includes positions comprising duties which entail supervision or performance of work incident to custody, maintenance, care, and cleaning of public buildings; preparation and serving of food; sewing; laundry; and other domestic work.

STANDARD DUTIES

Under immediate supervision

1. Perform simple routine duties in laundry, kitchen, dining room, or on institutional grounds.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education

STANDARD PERSONAL QUALIFICATIONS

Alertness
Orderliness
Willingness
Good physical condition
Honesty
Industry
Neatness

SERVICE 43 - GRADE 12

STANDARD DUTIES

Under supervision

1. Work with patients or a small group of employes performing simple, routine duties in the laundry, kitchen, dining room or grounds.

2. Mend institutional linens and clothing; make nurses uniforms and bandages.

3. Perform general cleaning service requiring manual labor.

4. Carry on janitorial work.

5. Act as matron and hostess in public reception room.

6. Be responsible for cleaning and supplies of a cottage or small dormitory.

7. Assist in making bread and pasteries

8. Cook food in institutional kitchen or supervise inmates in preparation of food.

9. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Industry
Alertness
Reliability
Good physical condition
Honesty
Courage
Strength

SERVICE 43 - GRADE 13

STANDARD DUTIES

Under direction

1. Supervise a group of persons engaged in cleaning or domestic work.

2. Observe work beyond regular routine requiring attention, and direct or carry out its execution.

3. Be responsible for cleaning of designated buildings.

4. Be responsible for maintenance of dining room service in a large institution.

5. Cook food in a large institutional kitchen or be responsible for kitchen in small institution.

6. Bake bread and pasteries.

7. Cut meat and maintain meat storage in a small institution.

8. Have charge of laundry or cleaning service in a small institution.

9. Have charge of repairing institutional linens and clothing, making bandages and uniforms; or have charge of patients' clothing.

10. Have charge of kitchen, dining room, cleaning, and supplies of a cottage.

11. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Reliability
Good physical condition
Honesty
Firmness
Alertness

STANDARD DUTIES

Under direction

1. Direct and be responsible for a large group of persons engaged in cleaning work.

2. Be responsible for work of an entire laundry in a small institution, or one part of laundry work in a large institution; repair laundry machinery.

3. Have charge of kitchen, dining room, or cleaning service in an institution of medium size.

4. Have charge of bake shop.

5. Be responsible for meat storeroom and refrigeration; slaughter cattle and hogs.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Three years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Orderliness
Reliability
Good physical condition
Honesty
Firmness
Alertness

STANDARD DUTIES

Under direction

1. Be responsible for kitchen or cleaning service in a large institution.

2. Be responsible for all cooking or baking in a large institution; take care of equipment.

3. Be responsible for meat storeroom and refrigeration; slaughter cattle and hogs in large institution.

4. Be responsible for work of entire laundry in medium sized institution or assist in supervision of large laundry.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Four years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Good judgment
Initiative
Orderliness
Reliability
Honesty

SERVICE 43 - GRADE 16

STANDARD DUTIES

Under direction

1. Have complete charge of laundry in large institution.
2. Manage kitchen, dining room, and cleaning services in a large institution.
3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.
2. Five years' experience in related work

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Resourcefulness
Good judgment
Honesty
Reliability

SERVICE 43 - GRADE 17

STANDARD DUTIES

Under general direction

1. Manage kitchen in largest institution; plan menus; order supplies.

2. Have complete charge of laundry in largest institution.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Six years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Ability to plan and execute work
Supervisory ability
Resourcefulness
Good judgment
Honesty
Tact

AGRICULTURAL SERVICE

SERVICE 44

This service includes positions comprising all duties connected with the operation of farms, dairies, piggeries, henneries, truck gardens, greenhouses, stables, etc.

STANDARD DUTIES

Under immediate supervision

1. Perform routine farm labor.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

STANDARD PERSONAL QUALIFICATIONS

Good physical condition
Industry
Willingness
Ability to receive and follow instructions

STANDARD DUTIES

Under supervision

1. Perform regular farm or garden labor; or supervise a group of patients performing routine labor.

2. Milk cows; care for herd.

3. Drive teams; care for, feed and groom horses.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Good physical condition
Industry
Willingness
Dependability

SERVICE 44 - GRADE 13

STANDARD DUTIES

Under supervision

1. Maintain flower beds, lawns, and shrubbery; prune trees.
2. Care for small hennery or piggery; breed and feed animals and fowls.
3. Be responsible for all functions of a small farm.
4. Operate tractor; make minor repairs.
5. Supervise care and feeding of horses in a large stable; repair harness; be responsible for cleanliness of stable.
6. Assist in supervision and care of cattle and milk production; pasteurize milk.
7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education
2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Good physical condition
Dependability
Initiative
Good judgment
Industry

SERVICE 44 - GRADE 14

STANDARD DUTIES

Under direction

1. Care for large hennery or piggery; breed and feed animals and fowls.

2. Supervise milking, pasteurization or preparation of milk, breeding, and feeding of cattle in small dairy.

3. Take complete charge of a medium sized farm or of a portion of a large farm.

4. Supervise the planting, cultivating, and harvesting of a truck garden.

5. Supervise operation of a greenhouse; be responsible for maintenance of flower beds, lawns, and shrubbery; prune trees.

6. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Three years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Industry
Good judgment
Good physical condition
Alertness
Dependability
Initiative

STANDARD DUTIES

Under direction

1. Have complete charge of a small orchard, general farm, or large truck garden.

2. Supervise milking, pasteurization or preparation of milk, cleanliness of barn, breeding, and feeding of cattle in a large dairy.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Four years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Initiative
Dependability
Industry
Alertness
Good physical condition

STANDARD DUTIES

Under direction

1. Have complete charge of a large farm.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Five years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Good judgment
Resourcefulness
Reliability
Initiative
Supervisory ability
Alertness

SERVICE 44 - GRADE 17

STANDARD DUTIES

Under general direction

1. Have entire charge of a general farm, including professional supervision of dairy, piggery, hennery, and truck garden.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Six years' experience in related work or graduation from college with a degree in agriculture and two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Reliability
Good judgment
Ability to plan and execute work
Resourcefulness
Initiative
Alertness

SERVICE 44 - GRADE 18

STANDARD DUTIES

Under general direction

1. Have entire charge of a large farm, including professional supervision of dairy, piggery, hennery, and truck garden.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Seven years' experience in related work or graduation from college with a degree in agriculture and three years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Good judgment
Reliability
Alertness
Initiative
Ability to plan and execute work

SERVICE 44 - GRADE 19

STANDARD DUTIES

Under general administrative direction

1. Direct and be responsible for all activities of the largest farms including professional supervision of a large dairy, piggery, hennery, and truck garden.

2. Outline programs of farm work; coordinate all activities.

3. Test efficacy of different seeds, feeds, and fertilizers.

4. Assist in appraising farm land being considered for purchase by the state.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from college with a degree in agriculture.

2. Four years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Administrative ability
Good judgment
Reliability
Alertness
Supervisory ability
Initiative
Ability to plan and execute work

GUARD AND CUSTODIAL SERVICE

SERVICE 45

This service includes positions comprising duties of protection of state grounds and buildings, and care and custody of inmates of penal institutions.

STANDARD DUTIES

Under supervision

1. Make rounds of buildings, extinguishing lights, closing windows, locking doors, etc..

2. Register at clock stations.

3. Sound alarm in case of fire or other emergency.

4. Guard property and buildings.

5. Make reports of visitors to state buildings at night.

6. Conduct parties of visitors through state buildings or grounds.

7. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Courage
Good physical condition
Alertness
Reliability

STANDARD DUTIES

Under general supervision

1. Supervise work of inmates doing simple manual labor in a correctional institution.

2. Guard large areas of property and various buildings.

3. Act as sergeant of capitol guards or guides.

4. Be responsible for protection of inmates and employes of an institution under difficult conditions.

5. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Honesty
Reliability
Alertness
Industry
Good physical condition
Willingness

STANDARD DUTIES

Under general supervision

1. Direct activities of capitol guards or guides; enforce existing laws, rules, and regulations.

2. Be responsible for a cottage in a correctional institution where residents are most tractable, or assist in supervision of a large cottage, or be responsible for a large cottage at night.

3. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Common school education.

2. Two years' experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Reliability
Alertness
Industry
Honesty
Good physical condition

STANDARD DUTIES

Under general supervision

1. Guard prisoners performing unskilled labor, or routine skilled labor.

2. Guard prisoners in cell block, wall towers, or other assigned places on the grounds of a penal institution.

3. Be responsible for a cottage in a correctional institution, or assist in the supervision of a large cottage where residents are most difficult.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. One year's experience in related work.

STANDARD PERSONAL QUALIFICATIONS

Alertness
Integrity
Supervisory ability
Good physical condition
Courage
Reliability

SERVICE 45 - GRADE 16

STANDARD DUTIES

Under direction

1. Supervise and guard prisoners performing skilled labor.

2. Have charge of and be responsible for a section of the guard in a penal institution.

3. Be responsible for a large cottage in a correctional institution where residents are most difficult; be responsible for discipline and maintenance of equipment in cottage.

4. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Two years' experience in related work, one of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Tact
Good judgment
Courage
Integrity
Reliability
Alertness
Resourcefulness
Good physical condition

SERVICE 45 - GRADE 17

STANDARD DUTIES

Under direction

1. Supervise and be responsible for guarding prisoners during one of the night shifts; assign guards; make tours of inspection; prepare reports on conduct of prisoners and work of guards; assist captain of the guards in general supervision of all activities.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Three years' experience in related work, two of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Resourcefulness
Reliability
Judgment
Integrity
Alertness
Good physical condition
Tact
Courage

SERVICE 45 - GRADE 18

STANDARD DUTIES

Under general direction

1. Supervise and be responsible for guarding prisoners during the entire day; prepare reports on conduct of prisoners and work of guards; assign all guards to tours.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Four years' experience in related work, three of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Resourcefulness
Reliability
Tact
Good physical condition
Good judgment
Integrity
Alertness
Courage

SERVICE 45 - GRADE 19

STANDARD DUTIES

Under general direction

1. Supervise and be responsible for activities of guards and general conduct and welfare of inmates; prepare reports; assign all guards to tours.

2. Perform other work as required.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING, AND EXPERIENCE

1. Graduation from an accredited high school or equivalent.

2. Five years' experience in related work, four of which shall have been in agency in which services are required.

STANDARD PERSONAL QUALIFICATIONS

Supervisory ability
Resourcefulness
Reliability
Tact
Good physical condition
Good judgment
Integrity
Alertness
Courage

PAYROLL TITLE SUPPLEMENT

TO

CLASSIFICATION

AND

COMPENSATION MANUAL

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PAYROLL TITLE SUPPLEMENT

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COMMONWEALTH OF PENNSYLVANIA

EFFECTIVE_____

TABLE OF CONTENTS

DEPARTMENTAL ABBREVIATIONS

Agr	Department of Agriculture
Bkg	Department of Banking
BP	Board of Parole
Com	Department of Commerce
CSC	Civil Service Commission
Fish	Fish Commission
F&W	Department of Forest & Waters
Game	Game Commission
Gov Of	Governor's Office
Hwys	Department of Highways
Hlth	Department of Health
Ins	Department of Insurance
L&I	Department of Labor & Industry
BUC	Bureau of Employment & Unemployment Compensation
SWIF	State Workmen's Insurance Fund
LCB	Pennsylvania Liquor Control Board
MCC	Milk Control Commission
Mil Af	Department of Military Affairs
Mines	Department of Mines
PA	Department of Public Assistance
P&S	Department of Property & Supplies
PSP	Pennsylvania State Police
PUC	Public Utility Commission
PWP	Post War Planning Commission
Pub Inst	Department of Public Instruction
Rev	Department of Revenue
State	Department of State
Wel	Department of Welfare

Pay Roll Titles

This supplement to the Classification and Compensation Manual lists the pay roll titles for each service. Prefixes and suffixes are provided to designate the different classification grades of the basic pay roll titles.

Standard Titles for Administrative Officers of Organizational Subdivisions

The administrative departments and the independent administrative boards and commissions are organized first into bureaus, second into divisions, third into sections and fourth into units. The standard titles for the administrative officers of these organizational subdivisions shall be as follows:

Administrative officer of a bureau - Director of
Administrative officer of a division - Chief of
Administrative officer of a section - Supervisor of
Administrative officer of a unit - Head of

Titles for administrative officers of departmental administrative boards and commissions are usually designated in the act creating the agency.

There is no standard organizational pattern for institutions, but the administrative officers of the organizational subdivisions, reporting direct to the president or superintendent of the institution shall carry the title of "Director" of the function performed. Persons who have charge of sub-functions and report to these Directors shall carry the title "Chief".

Standard Titles for other Positions

Each position shall be assigned a pay roll title descriptive of the duties performed. The following prefixes and suffixes, with their standard abbreviations, shall be used:

Prefixes	Standard Abbreviations
Special or Supervising	Spec. or Supv.
Principal or Head	Prin. or Head
Advanced	Adv.
Senior	Sr.
Junior	Jr.
Senior Assistant	Sr. Asst.
Assistant	Asst.
Junior Assistant	Jr. Asst.
Apprentice	Appr.

Suffixes	Standard Abbreviations
Advanced Grade	Adv. Gr.
Senior Grade	Sr. Gr.
Junior Grade	Jr. Gr.

Pay roll titles are applied to different grade levels according to specific duties in the various services. The title, without a prefix or a suffix, is the basic title and represents the average job of the group bearing that title. The grade for the average job is the "key grade". After determining the basic title from the principal duties performed, the prefix or suffix shall be added to correspond to the classification grade assigned to the position.

In using the prefixes "Special" or "Supervising" and "Principal" or "Head", the word "Special" or "Principal" shall be prefixed to the title, where the person is working as a consultant or a specialist, and the word "Supervising" or "Head" may be prefixed to the title, where the person has charge of a group of employes.

New Pay Roll Titles

Additional pay roll titles shall be determined from time to time jointly by the Budget and Personnel Secretaries, and the Organization and Classification Committee.

Pay Roll Titles are Incidental

With this system of classification, pay roll titles are incidental and are used only to describe the principal function of the position after the proper service and grade for the position have been determined in accordance with the manual.

After an appropriate pay roll title has been ascertained for a position, the proper prefix or suffix shown at the top of the sheet shall be combined with the basic title to indicate the grade determined for the position. The pay roll title in no way determines the grade in which the job is classified.

SERVICE 01
(Statutory Salaries)
Title

CHIEF EXECUTIVE OFFICERS

Governor
Lieutenant Governor

Title

Code HEADS OF ADMINISTRATIVE DEPARTMENTS

GRADE 26

Attorney General
Secretary of Highways
Superintendent of Public Instruction
Secretary of Revenue

GRADE 25

Adjutant General
Insurance Commissioner
Secretary of Agriculture
Secretary of Banking
Secretary of Commerce
Secretary of Commonwealth
Secretary of Forests and Waters
Secretary of Health
Secretary of Labor & Industry
Secretary of Mines
Secretary of Property and Supplies
Secretary of Welfare
Commissioner of Pennsylvania State Police

SERVICE 01

Code	Title
	EXECUTIVE OFFICERS OF DEPARTMENTAL ADMINISTRATIVE BOARDS AND COMMISSIONS

GRADE 24

Chairman of Labor Relations Board
Member of Labor Relations Board
Chairman of Workmen's Compensation Board
Member of Workmen's Compensation Board

GRADE 23

Chairman of Pennsylvania Securities Commission

GRADE 21

Member of Armory Board

GRADE 20

Chairman of State Athletic Commission
Member of State Athletic Commission
Chairman of State Board of Censors
Vice Chairman of State Board of Censors
Secretary of State Board of Censors
Workmen's Compensation Referee

Code	Title
	MISCELLANEOUS

GRADE 20

Mine Inspector

SERVICE 01

Title

Code	EXECUTIVE OFFICERS OF ADMINISTRATIVE BOARDS AND COMMISSIONS

GRADE 25

Chairman of the Liquor Control Board
Member of the Liquor Control Board
Chairman of the Pennsylvania Board of Parole
Member of the Pennsylvania Board of Parole
Director of Post War Planning Commission
Chairman of the Public Utility Commission
Member of the Public Utility Commission

GRADE 23

Chairman of Milk Control Commission
Member of Milk Control Commission

GRADE 22

Commissioner of Fisheries

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY

Code	TITLES
	Institutional Executives
	President
	Warden
	Deputy Warden
	Superintendent
	Assistant Superintendent
	Departmental Executives
	Deputy
	Director
	Assistant Director
	Administrative Officers
	Secretary (of Administrative Body)
	Assistant Secretary
	Engineering Executives
	Comptroller
	Executive Assistant
	Administrative Assistant
	Chief
	Assistant Chief
	Supervisor
	Assistant Supervisor
	Head
	Miscellaneous

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	PRESIDENT

GRADE 25

Indiana State Teachers College
West Chester State Teachers College

GRADE 24

Bloomsburg State Teachers College
California State Teachers College
Cheyney State Teachers College
Clarion State Teachers College
East Stroudsburg State Teachers College
Edinboro State Teachers College
Kutztown State Teachers College
Lock Haven State Teachers College
Mansfield State Teachers College
Millersville State Teachers College
Slippery Rock State Teachers College
Shippensburg State Teachers College

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY

Code	Title
	WARDEN

GRADE 25

Eastern State Penitentiary
Western State Penitentiary

Code	Title
	DEPUTY WARDEN

GRADE 22

Eastern State Penitentiary, Philadelphia
Eastern State Penitentiary, Graterford
New Western State Penitentiary, Rockview
Western State Penitentiary, Pittsburgh

GRADE 21

Eastern State Penitentiary, Philadelphia
Eastern State Penitentiary, Graterford

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	SUPERINTENDENT

GRADE 25

Norristown State Hospital
Philadelphia State Hospital
Western State Psychiatric Hospital

GRADE 24

Allentown State Hospital
Cresson State Sanatorium
Danville State Hospital
Farview State Hospital
Hamburg State Sanatorium
Harrisburg State Hospital
Laurelton State Village
Mayview State Hospital
Mont Alto State Sanatorium
New Pennsylvania Industrial School, White Hill
New Western State Penitentiary, Rockview
Pennsylvania Industrial School, Huntingdon
Pennsylvania Soldiers Orphan School
Pennsylvania Training School, Morganza
Pennhurst State School
Polk State School
Selinsgrove State Colony
State Industrial Home for Women, Muncy
Torrance State Hospital
Warren State Hospital
Wernersville State Hospital
Woodville State Hospital

GRADE 23

Clarks Summit State Hospital
Eastern State Penitentiary, Graterford
Embreeville State Hospital
Hollidaysburg State Hospital
Retreat State Hospital
Somerset State Hospital

Code	SUPERINTENDENT (Continued)

GRADE 22

Scranton State Hospital

GRADE 21

Pennsylvania State Oral School
State Hospital for Crippled Children
Thaddeus Stevens Industrial School

GRADE 20

Ashland State Hospital
Connellsville State Hospital
Hazleton State Hospital
Nanticoke State Hospital
Pennsylvania Soldiers and Sailors Home
Philipsburg State Hospital
Shamokin State Hospital

GRADE 19

Bloomsburg State Hospital
Coaldale State Hospital
Locust Mountain State Hospital

GRADE 18

State Quarantine Hospital

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	ASSISTANT SUPERINTENDENT

GRADE 23

Allentown State Hospital
Danville State Hospital
Farview State Hospital
Harrisburg State Hospital
Mayview State Hospital
Norristown State Hospital
Philadelphia State Hospital
Torrance State Hospital
Warren State Hospital
Woodville State Hospital

GRADE 22

Clarks Summit State Hospital
Laurelton State Village
New Pennsylvania Industrial School
Pennhurst State School
Pennsylvania Industrial School
Pennsylvania Training School
Polk State School
Retreat State Hospital
Selinsgrove State Colony
State Industrial Home for Women

GRADE 21

Pennsylvania Industrial School

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code DEPUTY

GRADE 24

Deputy Adjutant General
Deputy Secretary of Revenue

GRADE 23

Deputy Commissioner of Insurance
Deputy Commissioner of Pennsylvania State Police
Deputy Secretary of Agriculture
Deputy Secretary of Banking
Deputy Secretary of Commerce
Deputy Secretary of Commonwealth
Deputy Secretary of Forests & Waters
Deputy Secretary of Health
Deputy Secretary of Labor & Industry
Deputy Secretary of Property & Supplies
Deputy Secretary of Public Instruction
Deputy Secretary of Welfare

GRADE 22

Deputy Secretary of Mines
Special Deputy Secretary of Welfare

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	DIRECTOR OF

GRADE 26

Mental Health (Wel)

GRADE 25

Corporation Taxes (Rev)

GRADE 24

Employment and Unemployment Compensation (L&I)
Rates and Research (PUC)
State Workmen's Insurance Fund (L&I)

GRADE 23

Accounts (PUC)
Administrative Services (PA)
Assistance (PA)
Inspection (L&I)
Instruction (Pub Inst)
Investigations and Collections (Rev)
Maternal and Child Health (Hlth)
Parole Supervision (BP)
Sanitary Engineering (Hlth)
School Administration (Pub Inst)
State Stores (LCB)
Transportation (PUC)
Workmen's Compensation (L&I)

GRADE 22

Animal Industry (Agr)
Building & Loan Associations (Bkg)
Community Work (Wel)
County Collections (Rev)
Enforcement (LCB)
Foods and Chemistry (Agr)
Forests (F&W)
Institutional Management (Wel)
Laboratory (Hlth)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code DIRECTOR OF (Continued)

GRADE 22

Licensing (LCB)
Liquid Fuels Tax (Rev)
Motor Vehicles (Rev)
Plant Industry (Agr)
Public Health Nursing (Hlth)
Publications (P&S)
Rehabilitation (L&I)
Safety (Rev)
State Library (Pub Inst)
Teacher Education & Certification (Pub Inst)
Vital Statistics (Hlth)
Waters (F&W)

GRADE 21

Administration (Game)
Corporations (State)
Elections and Legislation (State)
Field Management (Game)
Grounds & Buildings (P&S)
Institutional Collections (Rev)
Mediation (L&I)
Milk Sanitation (Hlth)
Purchases (P&S)
Research & Information (L&I)
Standards (P&S)
Statements and Audits (Ins)
Women & Children and Hours & Minimum Wages (L&I)

GRADE 20

Agents and Brokers (Ins)
Commissions (State)
Corrections (Wel)
Farm Show (Agr)
Parks (F&W)

SERVICE 11

ADMINISTRATIVE AND SUPERVISORY

Title

Code ASSISTANT DIRECTOR OF

GRADE 22

Sanitary Engineering (Hlth)
State Stores (LCB)

GRADE 21

Community Work (Wel)
County Collections (Rev)
Laboratories (Hlth)
Vital Statistics (Hlth)

GRADE 20

Liquid Fuels Tax (Rev)
Motor Vehicles (Rev)
Parole Supervision (BP)
Public Health Nursing (Hlth)
Safety (Rev)
Waters (W&W)

GRADE 19

Corporations (State)
Elections & Legislation (State)
Grounds and Buildings (P&S)
Milk Sanitation (Hlth)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code ADMINISTRATIVE OFFICERS

GRADE 25

Secretary to the Governor
Executive Director (Game)

GRADE 24

Assistant Secretary of Highways
Budget Secretary (Gov Of)
Division Commander (Mil Af)

GRADE 23

Assistant Budget Secretary (Gov Of)
Executive Director (Aeronautics Commission)
Executive Director (State Planning Board)
Personnel Secretary (Gov Of)

GRADE 22

Chief Clerk (Gov Of)

GRADE 21

Assistant Secretary to Governor
Executive Director (Historical & Museum Commission)

GRADE 20

Administrative Secretary (Fish)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	SECRETARY (OF ADMINISTRATIVE BODIES)

GRADE 24

Liquor Control Board

GRADE 23

Public School Employes' Retirement Board (Pub Inst)
Public Utility Commission

GRADE 22

State Employes' Retirement Board (State)
Workmen's Compensation Board (L&I)

GRADE 21

Board of Review (L&I)
Pennsylvania Board of Parole (BP)

GRADE 20

Industrial Board (L&I)
Pennsylvania Labor Relations Board (L&I)
Pennsylvania Securities Commission (Bkg)

GRADE 19

Board of Pardons (Jus)
Water & Power Resources Board (F&W)
Executive Secretary of Navigation Commission

GRADE 18

Capitol Park Extension Commission (P&S)
Board of Commissioners of Public Grounds & Buildings (P&S)
State Athletic Commission (Rev)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY

Code	Title
	ASSISTANT SECRETARY (OF ADMINISTRATIVE BODIES)

GRADE 21

Public Utility Commission
Public School Employes' Retirement Board (Pub Inst)

GRADE 20

State Employes' Retirement Board (State)

GRADE 18

Workmen's Compensation Board (L&I)

Code	Title
	ENGINEERING EXECUTIVES

GRADE 25

Chief Highway Engineer (Hwys)

GRADE 24

Assistant Chief Highway Engineer (Hwys)
Chief Research Engineer (Hwys)

GRADE 23

Chief Engineer (P&S)
Chief Construction Engineer (Hwys)
Chief Maintenance Engineer (Hwys)

GRADE 22

Engineer of Tests (Hwys)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	COMPTROLLER

GRADE 23

Highways
Liquor Control Board
Public Assistance
Revenue
Welfare

GRADE 21

Banking
Labor & Industry (B.E.U.C.)
Property & Supplies
Public Instruction

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY

Code	Title
	EXECUTIVE ASSISTANT

GRADE 22

Labor and Industry (B.E.U.C.)

GRADE 21

Public Instruction

GRADE 19

Justice
Revenue

GRADE 18

Game Commission
Military Affairs
Public Utility Commission

Code	Title
	ADMINISTRATIVE ASSISTANT

GRADE 21

Military Affairs

GRADE 20

Agriculture
Labor & Industry

GRADE 19

Liquor Control Board
Public Instruction
Revenue

GRADE 18

Public Utility Commission

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	CHIEF OF

GRADE 22

Aeronautics (Com)
Corporation Tax Examining (Rev)
Motor Transportation (PUC)
Research (PUC)
Research & Statistics (PA)
Secondary Education Evaluation (Pub Inst)

GRADE 21

Bovine T.B. Eradication (Agr)
Claim Settlement (PA)
Consumer Credit (Bkg)
Crippled Children (Hlth)
Meat Hygiene (Agr)
Methods and Assistance (PA)
Miscellaneous Diseases (Agr)
Office Management & Supplies (PA - Cl.I Co.)
School Business (Pub Inst)
Warehousing and Distribution (LCB)

GRADE 20

Claims (L&I-swif)
General Field Operations (Game)
Lands (Game)
Poultry (Agr)
Private Employment Agencies (L&I)

GRADE 19

Employment & Resources (PA)
Dog Law Enforcement (Agr)
Inheritance Taxes (Rev)
Licensing (LCB)
Office Service & Supplies (Hwys)
Registration & Renewals (Pub Inst)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY

Code	Title CHIEF OF (Continued)

GRADE 18

Automobiles (P&S)
Certificates (Hlth)
Dockets & Files (PUC)
Invoices & Expenses (Hwy)
Negro Research & Plannin ; (L&I)
Registration (Hlth)
Service (LCB)

Code	Title ASSISTANT CHIEF OF

GRADE 21

Motor Transportation (PUC)
Research & Statistics (PA)
Secondary Education Evaluation (Pub Inst)

GRADE 20

Miscellaneous Diseases (Agr)

GRADE 19

Warehousing & Distribution (LCB)

GRADE 18

Lands (Game)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	SUPERVISOR OF
	GRADE 22
	Benefit Payment (L&I)
	GRADE 21
	Methods and Systems (L&I) Public Relations (L&I) Research and Statistics (L&I)
	GRADE 20
	Training Program (L&I)
	GRADE 19
	Applications (PUC) Franchise (PUC) Office Management & Supplies (L&I)
	GRADE 18
	Correspondence (Rev) Delinquent Accounts (Rev) Insurance (PUC) Office Delivery (Rev) Records (Rev) Registration (Rev) Shipping & Mailing (Rev) Titles (Rev)
	GRADE 17
	Retail Licensing (LCB)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code ASSISTANT SUPERVISOR OF

GRADE 20

Benefit Payment (L&I-beuc)

Title

Code HEAD OF

GRADE 19

Claim Investigation (L&I-beuc)
Control & History File (L&I-beuc)
Wage Records (L&I-beuc)

GRADE 18

Adjustment (L&I-beuc)
Check Writing (L&I-beuc)
Interstate Benefits (L&I-beuc)
Receiving & Examining (L&I-beuc)
Referees' Decision (L&I-beuc)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Code	MISCELLANEOUS

GRADE 23

Superintendent of Prison Industries (Wel)

GRADE 21

Assistant Superintendent of Prison Industries (Wel)
District Superintendent (LCB)

GRADE 20

District Supervisor of Liquor Stores (LCB)
Office Assistant (Mil Af)

GRADE 19

Assistant District Supervisor of Parole(PB)
Supply Assistant (Mil Af)

GRADE 18

Superintendent of State Arsenal (Mil Af)
Manager of State Restaurant (P&S)
Personnel Assistant (Mil Af)

SERVICE 11
ADMINISTRATIVE AND SUPERVISORY
Title

Grade	Suffix	Grade	Suffix
19 20	Junior Grade (Jr.Gr.) (Key Grade)	21	Senior Grade (Sr.Gr.)
Code	Key Grade 20		

District Supervisor of Parole

Title

Grade	Suffix	Grade	Suffix
18	Junior Grade (Jr.Gr.)	19	(Key Grade)
	Key Grade 19		

Director of Business Services

Title

Grade	Suffix	Grade	Suffix
18 19	(Key Grade) Senior Grade (Sr.Gr.)	20	Advanced Grade (Adv.Gr)
Code	Key Grade 18		

Director of Maintenance Services

SERVICE 12

ACCOUNTING AND AUDITING

Code	Title
	ADMINISTRATIVE OFFICERS

GRADE 22

Chief of Rates (PUC)
Secretary of State Board of Public Accountants (Pub Inst)
Supervisor of Accounting (L&I-beuc)
Supervisor of Field Accounting (L&I-beuc)

GRADE 21

Chief of Audits & Accounts (PA)
Supervisor of Rate Earnings (PUC)
Supervisor of Rate Structure (PUC)

GRADE 20

Chief of Bookkeeping (Hwys)
Chief of Commission Finance (PUC)
Chief of Enforcement Examining (LCB)
Chief of Field Accounting (LCB)
Chief of Stores System Records (LCB)
Director of Accounts and Statistics (MCC)
Director of Audits and Investigations (MCC)
District Supervisor of Liquor Store Examining (LCB)
Supervisor of Audits

GRADE 19

Assistant Chief of Enforcement Examining (LCB)
Assistant Director of Audits and Investigations (MCC)
Chief of Audits (Hwys)
Chief of Disbursements (LCB)
Chief of General Control (LCB)
Chief of Procedure
Chief of Receipts Accounting (Rev)
Chief of Statistics (LCB)
Head of Adjustment (L&I-beuc)
Supervisor of Reports & Statistics (Bkg)

SERVICE 12
ACCOUNTING AND AUDITING
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 18

Assistant Chief of Disbursements (LCB)
Assistant Chief of Stores System Records (LCB)
Chief of Accounts (Hlth)
District Supervisor of Milk Control (MCC)
Supervisor of Assessment (PUC)
Supervisor of Control, Statistics & Tabulation (Rev)

GRADE 17

Assistant Supervisor of Control, Statistics and Tabulation (Rev)
Head of Annual Reports (PUC)

SERVICE 12
ACCOUNTING AND AUDITING
Title

Code	COMPTROLLER

GRADE 21

Commerce
Health
Labor and Industry
State Police
State Workmen's Insurance Fund

GRADE 20

Agriculture
Game Commission
Insurance

GRADE 19

Fish Commission
Forest & Waters
Military Affairs
Public Utility Commission

GRADE 18

Justice
Milk Control Commission
Parole Board
Pennsylvania Historical & Museum Commission

GRADE 16

Mines

SERVICE 12
ACCOUNTING AND AUDITING
Title

Code	ASSISTANT COMPTROLLER

GRADE 21

Highways
Liquor Control Board
Revenue

GRADE 19

Bureau of Employment and
Unemployment Compensation
Game Commission

SERVICE 12
ACCOUNTING AND AUDITING
(Key Grade 18)

Grade	Prefix	Grade	Prefix
15	Junior Assistant (Jr.Asst.)	19	Senior (Sr.)
16	Assistant (Asst.)	20	Advanced (Adv.)
17	Junior (Jr.)	21	Head or Principal (Prin.)
18	(Key Grade)	22	Chief or Supervising (Supv.)

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Accountant		Insurance Examiner
	Appropriation Accountant		Insurance Statement Examiner
	Auditor		Inventory Control Accountant
	Bank Examiner		Life Insurance Examiner
	Budget Accountant		Liquid Fuels Tax Examiner
	Budget Analyst		Liquor Store Examiner
	Building & Loan Examiner		Pay Roll Accountant
	Casualty Insurance Examiner		Personal Property Taxing Officer
	Contract Accountant		Receipts Accountant
	Control Accountant		Report Analyst
	Corporation Tax Examiner		Report Examiner
	Corporation Taxing Officer		Securities Analyst
	Cost Accountant		Special Liquor Accountant
	Disbursement Accountant		Staff Accountant
	Enforcement Examiner		Supply and Expense Accountant
	Examiner		Systems Accountant
	Exemption Examiner		Tabulation Accountant
	Field Accountant		Tariff Examiner
	Fire Insurance Examiner		
	Fraternal & Beneficial Insurance Examiner		
	General Ledger Accountant		
	Institutional Accountant		
	Institutional Disbursement Accountant		
	Institutional Examiner		

SERVICE 12

ACCOUNTING AND AUDITING
(Key Grade 15)

Grade	Prefix	Grade	Prefix
14	Junior (Jr.)	17	Head or Principal (Prin.)
15	(Key Grade)	18	Supervising (Supv.)
16	Senior (Sr.)		

Code	Basic Pay Roll Title
	Appropriation Control Bookkeeper
	Authorization Bookkeeper
	Beverage Tax Examiner
	Bookkeeper
	Cigarette Tax Examiner
	Delinquent Account Examiner
	Disbursement Bookkeeper
	Liquid Fuels Tax Report Examiner
	Liquor Tax Examiner
	Milk Control Auditor
	Pay Roll Examiner
	Receipts Bookkeeper
	Settlement Bookkeeper
	Tax Examiner

SERVICE 13
INVESTIGATIONAL AND INSPECTIONAL
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 21

Assistant Director of Enforcement (LCB)
Chief of Claim Settlements (PA)
Chief of District Offices (L&I-swif)

GRADE 20

Assistant Chief of Claim Settlements (PA)
Chief of Boiler Inspection (L&I)
Chief of Elevator Inspection (L&I)
Chief of Law Enforcement (Pub Inst)
District Supervisor of Enforcement (LCB)
Supervisor of Claim Settlements (PA)
Supervisor of Enforcement (PUC)

GRADE 19

Assistant District Supervisor of Enforcement (LCB)
Chief of Building Inspection (L&I)
Chief of Investigations (LCB)
Chief of Mines & Quarries Inspection (L&I)
Director of Complaints (Ins)
Supervisor of Employment & Resources (PA-Cl.I Co)

GRADE 18

Chief of Accident Prevention (L&I)
Chief of Bedding & Upholstery Inspection (L&I)

SERVICE 13
INVESTIGATIONAL AND INSPECTIONAL
(Key Grade 18)

Grade	Prefix or Suffix
17	Junior (Jr.)
18	(Key Grade)
19	Senior (Sr.) or Senior Grade (Sr.Gr.)

Code	Basic Pay Roll Title
	District Supervisor
	District Supervisor of Elevator Inspection
	District Supervisor of Inspection
	Safety Examiner
	Sanitarian

SERVICE 13
INVESTIGATIONAL AND INSPECTIONAL
(Key Grade 17)

Grade	Prefix	Grade	Prefix
14	Assistant (Asst.)	18	Senior (Sr.)
15	Senior Assistant (Sr.Asst.)	19	Advanced (Adv.)
16	Junior (Jr.)	20	Principal (Prin.)
17	(Key Grade)		

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Aeronautics Inspector		Mercantile Tax Investigator
	Armory Inspector		Milk Control Investigator
	Automotive Equipment Inspector		Mine Inspector
	Beetle Inspector		Motor Vehicle Investigator
	Boiler Inspector		Narcotic Drug Investigator
	Building Inspector		Non-Resident Inheritance Tax Investigator
	Corporation Tax Report Investigator		Parole Agent
	Elevator Inspector		Prison Inspector
	Enforcement Officer		Professional License Investigator
	Industrial and Building Inspector		Safety Inspector
	Inheritance Tax Investigator		Sanitary Inspector
	Institutional Inspector		Securities Investigator
	Institutional Parole Agent		Strip Mining Investigator
	Investigator		Tariff Investigator
	Liquid Fuels Tax Investigator		
	Mediator		

SERVICE 13
INVESTIGATIONAL AND INSPECTIONAL
(Key Grade 16)

Grade	Prefix	Grade	Prefix
16	(Key Grade)	19	Head

Code	Basic Pay Roll Title
	Sanitarian Assistant

(Key Grade 15)

Grade	Prefix	Grade	Prefix
13	Assistant (Asst.)	17	Advanced (Adv.)
14	Junior (Jr.)	18	Head or Principal (Prin.)
15	(Key Grade)	19	Supervising (Supv.)
16	Senior (Sr.)		

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Automotive Inspector		Hearing Inspector
	Bedding and Upholstery Inspector		Industrial Hygiene Inspector
	Beverage Agent		Institutional Revenue Inspector
	Beverage Tax Inspector		Investigator
	Cigarette Tax Investigator		Live Stock Inspector
	Claim Adjuster		Magistrates' Docket Investigator
	Claim Settlement Agent		Mine & Quarry Inspector
	Complaint Investigator		Motion Picture Inspector
	Customs and Excise Agent		Narcotic Report Investigator
	Delinquent Accounts Investigator		Potato Wart Inspector
	Delinquent Tax Investigator		Public Assistance Investigator
	Dog Law Investigator		Resources Investigator
	Employment Agencies Investigator		Veterans' Claim Investigator
	Food Agent		

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
Title

Code ADMINISTRATIVE OFFICERS

GRADE 22

Chief of Field Service (PA)
Chief of Industrial Hygiene (Hlth)
Chief of Venereal Disease Control (Hlth)
Director of Medical Services (Wel)
Director of Mental Health Clinics (Wel)
Executive Director (PA-Cl.I Co)

GRADE 21

Assistant Executive Director (PA-Cl.I Co)
Chief of Animal Disease Diagnostic Laboratory (Agr)
Chief of Assistance Policies (PA)
Chief of Medical Social Work Program (Hlth)
Chief of Tuberculosis Control (Hlth)
District Medical Director (Hlth)
Executive Director (PA-Cl.II Co)

GRADE 20

Assistant Chief of Industrial Hygiene (Hlth)
Assistant Chief of Venereal Disease Control (Hlth)
Chief of Biological Products and Supplies (Hlth)
Chief of Council for the Blind (Wel)
Chief of Dental Hygiene (Health)
Chief of Environmental Hygiene (Hlth)
Chief of Narcotic Drug Control (Hlth)
Chief of Pneumonia Control (Hlth)
Chief of Public Health Education (Hlth)
Chief of Rural Child Welfare (Wel)
Chief of School Medical Inspection (Hlth)
Chief of Tests (PUC)
District Supervisor of Rehabilitation (Sr.Gr.) (L&I)
Executive Director (PA-Cl.III Co.)
Secretary of State Board of Nurses (Pub Inst)
Supervisor of Venereal Disease Control (Hlth)

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
Title

Code	ADMINISTRATIVE OFFICERS (Cont.)

GRADE 19

Assistant Chief of Environmental Hygiene (Hlth)
Assistant Chief of Industrial Hygiene (Hlth)
Assistant Chief of Research & Statistics (PA-Cl.I Co.)
Assistant District Supervisor of Rehabilitation (L&I)
Assistant to Head Case Work Supervisor (PA-Cl.I Co.)
Chief of Methods and Operations (PA-Cl.I Co.)
Chief of Nutrition (Hlth)
District Supervisor (Jr.Gr.) (Wel)
Executive Director (PA-Cl.IV Co.)
Supervisor of Blind Rehabilitation (Wel)
Supervisor of Child Guidance Center (Wel)
Supervisor of Production (Wel)

GRADE 18

Chief of Homes and Hospitals (Wel)
Executive Director (PA-Cl.V Co.)
Supervisor of Home Teaching (Wel)
Supervisor of Remedial Eye Care (Wel)

GRADE 17

Executive Director (PA-Cl.VI Co.)

GRADE 16

Executive Director (PA-Cl.VII Co.)

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 20)

Grade	Prefix	Grade	Prefix
18	Assistant (Asst.)	21	Senior (Sr.)
19	Junior (Jr.)	22	Head
20	(Key Grade)		

Code	Basic Pay Roll Title
	Adviser to the Blind
	Consulting Ophthalmologist
	Employment & Resources Consultant
	Occupational Services Adviser
	Pathologist
	Physical Restoration Adviser
	Real Estate Expert
	Roentgenologist
	Visiting Specialist

(Key Grade 19)

Grade	Prefix	Grade	Prefix
19	(Key Grade)	22	Head or Principal (Prin.)
20	Senior (Sr.)	23	Chief or Supervising (Supv)
21	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Archivist
	Clinician
	Director of Psychiatric Nursing
	Epidemiologist
	Field Representative
	Fire Insurance Actuary
	Museum Curator
	Obstetrician
	Orthopedic Consultant
	Pediatrician
	Psychiatrist
	Standards Consultant
	Surgeon

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 18)

Grade	Prefix	Grade	Prefix
16	Assistant (Asst.)	19	Senior (Sr.)
17	Resident (Res.)	20	Advanced (Adv.)
17	Junior (Jr.)	21	Head
18	(Key Grade)	22	Chief

Code	Basic Pay Roll Title
	Admission Specialist
	Agriculturist
	Anthropologist
	Assistant Director of Psychiatric Nursing
	Compensation Actuary
	Consulting Actuary
	Dental Clinician
	Dentist
	Director of Nursing
	Industrial Hygiene Consultant
	Industrial Hygiene Dentist
	Industrial Hygiene Physician
	Instructress of Psychiatric Nursing
	Insurance Tester
	Life Actuary
	Maternal and Child Health Physician
	Midwife Consultant
	Milk Sanitarian
	Museum Preparator
	Narcotic Drug Physician
	Nursing Consultant
	Nutrition Consultant
	Nursing Education Adviser
	Optometrist
	Physician
	Planning Adviser
	Planning Consultant
	Policy Analyzer
	Procedure Analyst
	Psychologist
	Psychotherapist
	Public Health Consultant
	Railroad Rate Expert
	Record Analyst

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 17)

Grade	Prefix	Grade	Prefix
14	Assistant (Asst.)	18	Senior (Sr.)
15	Senior Assistant (Sr.Asst.)	19	Advanced (Adv.)
16	Junior (Jr.)	20	Head or Principal (Prin.)
17	(Key Grade)	21	Supervising (Supv.)

Code

Assistant Director of Nursing
Assistant Instructress of Psychiatric Nursing
Bacteriologist
Blind Industries Adviser
Case Work Supervisor
Chaplain
Chemist
Child Health Consultant
Child Welfare Consultant
Consultant on the Visually Handicapped
Dietitian
District Veterinarian
Entomologist
Field Veter narian
Fruit and Vegetable Inspector
Handcraft Consultant
Industrial Hygiene Chemist
Institutional Investigator
Instructress of Nurses
Meter Prover Tester
Methods and Procedure Assistant
Milk Tester
Nurse Inspector
Nutritionist
Physicist
Plant Pathologist
Poultry Inspector
Poultry Pathologist
Regional Supervisor
Rehabilitation Counsellor
Rehabilitation Consultant
Resident Physician
Specification Chemist
Standards Tester
State-Aided Hospital Investigator
Tabulation Technician
Veterinarian Pathologist

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 16)

Grade	Prefix	Grade	Prefix
14	Assistant (Asst.)	17	Senior (Sr.)
15	Junior (Jr.)	18	Advanced (Adv.)
16	(Key Grade)		

Code	Basic Pay Roll Title
	Anesthetist
	Assistant Instructress of Nurses
	Child Welfare Secretary
	Field Supervisor
	Graphic Analyst
	Inter-Racial Consultant
	Landscape Architect
	Market Reporter
	Medical Social Worker
	Operating Room Supervisor
	Psychiatric Social Service Worker
	Psychometric Tester
	Resident Psychologist
	Seed Analyst

(Key Grade 15)

Grade	Prefix	Grade	Prefix
13	Assistant (Asst.)	17	Advanced (Adv.)
14	Junior (Jr.)	18	Head or Principal (Prin.)
15	(Key Grade)	19	Supervising or Special (Supv. or Spec.)
16	Senior (Sr.)		

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Clinical Assistant		Physical Therapist
	Dental Interns		Placement Agent
	Dental Technician		Psychiatric Nurse
	Home Teacher		Psychologist Interns
	Medical Interns		T. B. Nurse
	Medical Technician		Underwriter
	Pharmacist		X-Ray Technician

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 14)

Grade	Prefix	Grade	Prefix
12	Assistant (Asst.)	16	Advanced (Adv.)
13	Junior (Jr.)	17	Head Or Principal (Prin.)
14	(Key Grade)	18	Supervising (Supv.)
15	Senior (Sr.)		

Code	Basic Pay Roll Title
	Case Worker
	Dental Hygienist
	Hydrotherapist
	Laboratory Technician
	Nurse
	Occupational Therapist
	Public Health Nurse
	Social Service Worker

(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	16	Head or Principal (Prin.)
14	Senior (Sr.)	17	Supervising (Supv.)
15	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Lantern Slide Clerk
	Museum Assistant
	Poultry Husbandman

SERVICE 21
PROFESSIONAL, SCIENTIFIC OR TECHNICAL
(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	14	Advanced (Adv.)
13	Senior (Sr.)		

Code	Basic Pay Roll Title
	Dental Assistant
	Laboratory Assistant

(Key Grade 11)

Grade	Prefix	Grade	Prefix
11	(Key Grade)	13	Advanced (Adv.)
12	Senior (Sr.)		

Grade	Basic Pay Roll Title
	Laboratory Diener

(Key Grade 10)

Code	Basic Pay Roll Title
	Cadet Nurse
	Student Affiliate Nurse
	Student Hygienist
	Student Laboratory Technician
	Student Nurse
	Student Occupational Therapist
	Student Social Service Worker
	Student Technician

SERVICE 22
ENGINEERING
Title

Code	EXECUTIVE ENGINEERS

GRADE 22

Assistant Chief Engineer (P&S)
Assistant Chief Maintenance Engineer
District Engineer
Highway Planning Engineer
Special Survey Engineer

GRADE 21

Assistant to Chief Construction Engineer
Assistant District Engineer

GRADE 20

Assistant to Chief Engineer (P&S)
Assistant Engineer of Tests

SERVICE 22
ENGINEERING
Title

Code ADMINISTRATIVE OFFICERS

GRADE 22

Chief of Railroads (PUC)

GRADE 21

Chief of Drafting (Hwys)
Chief of Equipment (Hwys)

GRADE 20

Assistant Chief of Drafting (Hwys)
Chief of Dams (F&W)
Chief of Encroachments (F&W)
Supervisor of Signs and Signals (Hwys)

GRADE 19

Supervisor of Federal Aid (Hwys)
Supervisor of Game Land Engineering (Game)

GRADE 18

Supervisor of Equipment (Hwys)

GRADE 17

Assistant Supervisor of Equipment (Hwys)

SERVICE 22
ENGINEERING
(Key Grade 21)

Grade	Prefix	Grade	Prefix
19	Assistant (Asst.)	21	(Key Grade)
20	Junior (Jr.)		

Code	Basic Pay Roll Title
	Traffic Engineer

(Key Grade 20)

Grade	Prefix	Grade	Prefix
17	Junior Assistant (Jr.Asst.)	20	(Key Grade)
18	Assistant (Asst.)	21	Senior (Sr.)
19	Junior (Jr.)	22	Head

Code	Basic Pay Roll Title
	Airport Engineer
	Building Construction Engineer
	Contract Engineer
	Cost Analyst
	District Construction Engineer
	District Sanitary Engineer
	District Maintenance Engineer
	Forest Road Engineer
	Grade Crossing Engineer
	Maintenance Engineer
	School Plant Construction Adviser

SERVICE 22
ENGINEERING
(Key Grade 19)

Grade	Prefix	Grade	Prefix
17	Assistant (Asst.)	21	Advanced (Adv.)
18	Junior (Jr.)	22	Principal (Prin.)
19	(Key Grade)	23	Supervising (Supv.)
20	Senior (Sr.)		

Code	Basic Pay Roll Title
	Architectural Engineer
	Bridge Engineer
	Bridge Designer
	Dam Engineer
	Field Engineer
	Hydraulic Engineer
	Hydrologist
	Industrial Hygiene Engineer
	Industrial Standards Engineer
	Land Survey Engineer

(Key Grade 18)

Grade	Prefix	Grade	Prefix
16	Senior Assistant (Sr.Asst.)	20	Advanced (Adv.)
17	Junior (Jr.)	21	Principal (Prin.)
18	(Key Grade)	22	Special (Spec.)
19	Senior (Sr.)		

Code	Basic Pay Roll Title
	Architect
	Building Constructior Inspector
	Civil Engineer
	Construction Engineer
	District Bridge Engineer
	District Materials Supervisor
	District Permit Engineer
	District Right-of-Way Supervisor
	District Supervisor of Signs & Signals
	Electric Engineer

SERVICE 22
ENGINEERING
(Key Grade 18) Cont.

Grade	Prefix	Grade	Prefix
16	Senior Assistant (Sr.Asst.)	20	Advanced (Adv.)
17	Junior (Jr.)	21	Principal (Prin.)
18	(Key Grade)	22	Special (Spec.)
19	Senior (Sr.)		

Code	Basic Pay Roll Title
	Electrical Engineer
	Electrical Inspector
	Engineer
	Game Land Engineer
	Gas Engineer
	General Inspector
	Maintenance Superintendent
	Mechanical Engineer
	Mechanical Inspector
	Mine Engineer
	Plans Engineer
	Radio Engineer
	Research Engineer
	Railroad Crossing Engineer
	Railroad Engineer
	Sanitary Engineer
	Signal Engineer
	Telephone & Telegraph Engineer
	Transit Engineer
	Utility Engineer
	Water Works Engineer

SERVICE 22
ENGINEERING
(Key Grade 17)

Grade	Prefix	Grade	Prefix
17	(Key Grade)	19	Advanced (Adv.)
18	Senior (Sr.)	20	Principal (Prin.)

Code	Basic Pay Roll Title
	Assistant Maintenance Superintendent
	Designer Draftsman
	District Township Adviser
	Drafting Computor
	Estimator
	Heating and Ventilating Engineer
	Research Specialist
	Resident Engineer
	Safety Adviser
	Township Adviser

(Key Grade 16)

Grade	Prefix	Grade	Prefix
14	Assistant (Asst.)	18	Advanced (Adv.)
15	Junior (Jr.)	19	Head
16	(Key Grade)	20	Supervising (Supv.)
17	Senior (Sr.)		

Code	Basic Pay Roll Title
	Engineering Clerk
	Engineering Report Clerk
	Maintenance Engineering Clerk
	Right-of-Way Clerk
	Traffic Analyst
	Telephone Engineer

SERVICE 22
ENGINEERING
(Key Grade 15)

Grade	Prefix	Grade	Prefix
12	Junior Assistant (Jr.Asst.)	16	Senior (Sr.)
13	Assistant (Asst.)	17	Advanced (Adv.)
14	Junior (Jr.)	18	Head
15	(Key Grade)	19	Supervising (Supv.)

Code	Basic Pay Roll Title
	Architectural Draftsman
	Bridge Draftsman
	Construction Inspector
	District Clerk
	District Maintenance Clerk
	District Safety Adviser
	Draftsman
	Hydrographer
	Map Draftsman
	Materials Inspector
	Permit Inspector

SURVEYING

Code	Basic Pay Roll Title	Grade
	Chief of Party (Sr.Gr.)	17
	Chief of Party	16
	Instrumentman	15
	Rodman	13
	Chainman	12

SERVICE 23
LEGAL
(Key Grade 22)

Grade	Suffix	Grade	Suffix
21	Junior Grade (Jr.Gr.)	23	Senior Grade (Sr. Gr.)
22	(Key Grade)	24	Principal Grade (Prin.Gr.)

Code	Basic Pay Roll Title
	Deputy Attorney General

(Key Grade 21)

&

Grade	Suffix	Grade	Suffix
20	Junior Grade (Jr. Gr.)	22	Senior Grade (Sr. Gr.)
21	(Key Grade)		

Code	Basic Pay Roll Title
	Special Deputy Attorney General
	Unemployment Compensation Referee

(Key Grade 20)

Grade	Prefix	Grade	Prefix
18	Assistant (Asst.)	21	Senior (Sr.)
19	Junior (Jr.)	22	Head or Principal (Prin.)
20	(Key Grade)	23	Supervising (Supv.)

Code	Basic Pay Roll Title
	Attorney
	Counsel
	Highway Counsel
	Public Utility Counsel

SERVICE 23
LEGAL
(Key Grade 19)

Grade	Suffix	Grade	Suffix
19	(Key Grade)	20	Senior Grade (Sr. Gr.)

Code	Basic Pay Roll Title
	Assistant Deputy Attorney General Hearing Examiner

(Key Grade 18)

Grade	Basic Pay Roll Title
	Labor Relations Examiner

(Key Grade 16

Grade	Prefix	Grade	Prefix
16	(Key Grade)	19	Head or Principal (Prin.)
17	Senior (Sr.)	20	Supervising or Special (Supv. or Spec.)
18	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Abstractor Complaint Examiner Legal Assistant

(Key Grade 14)

Grade	Prefix	Grade	Prefix
14	(Key Grade)	17	Head or Principal (Prin.)
15	Senior (Sr.)	18	Supervising (Supv.)
16	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Contract Clerk Legal Clerk

SERVICE 24
EDUCATIONAL
Title

Code	STATE TEACHERS COLLEGES INSTRUCTIONAL PERSONNEL

GRADE 22*

*Dean of Instruction
*Director of Student and Placement

GRADE 22

Professor

GRADE 21

Associate Professor

GRADE 20

Assistant Professor
Dean of Men
Dean of Women
Dietitian
Librarian

GRADE 19

Assistant Librarian
Instructor

SERVICE 24
EDUCATIONAL
Title

Code ADMINISTRATIVE OFFICERS

GRADE 22

Chief of Industrial Education

GRADE 21

Chief of Agricultural Education
Chief of Art Education
Chief of Business Education
Chief of Accounting and Research
Chief of Consolidation and Transportation
Chief of Special Education
Chief of Elementary Education
Chief of Extension Education
Chief of Health and Physical Education
Chief of Home Economics Education
Chief of Music
Chief of Occupational Information and Guidance
Chief of Pre-Professional Credentials
Chief of Private Trade School Credentials
Chief of Public Service Institute
Chief of School Plant
Chief of Secondary Education
Curriculum Consultant

GRADE 20

Chief of Elementary Education Certification
Chief of Secondary Education Certification

GRADE 17

Supervisor of Recreation

SERVICE 24
EDUCATIONAL
(Key Grade 19)

Grade	Prefix	Grade	Prefix
17	Assistant (Asst.)	19	(Key Grade)
18	Junior (Jr.)	20	Senior (Sr.)

Code	Basic Pay Roll Title
	Educational Director

(Key Grade 18)

Grade	Prefix	Grade	Prefix
18	(Key Grade)	20	Advanced (Adv.)
19	Senior (Sr.)		

Code	Basic Pay Roll Title
	Adviser
	Agricultural Education Adviser
	Child Accounting Adviser
	Consolidation & Transportation Adviser
	County Home Economics Education Adviser
	County Vocational Education Adviser
	Education Survey Adviser
	Elementary Education Adviser
	Health and Physical Education Adviser
	Home Economics Education Adviser
	Industrial Education Adviser
	Public Service Institute Adviser
	Secondary Education Adviser
	School Business Adviser
	School Nursing Adviser
	Special Education Adviser

SERVICE 24
EDUCATIONAL
(Key Grade 15)

Grade	Prefix	Grade	Prefix
15	(Key Grade)	17	Head
16	Senior (Sr.)		

Code	Basic Pay Roll Title
	Agricultural Teacher
	Music Instructor
	Physical Instructor
	Recreation Instructor
	Tailor Instructor
	Teacher
	Vocational Teacher

SERVICE 25
PUBLIC INFORMATION
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 22

Publicity Director

GRADE 21

Chief of Crop Reporting and Information (Agr)
Chief of Industrial Promotion Information (Com)
Chief of Tourist and Recreational Information (Com)
Director of Public Relations (Game)

GRADE 19

Chief of Research and Statistics (Wel)
Chief of Statistics (L&I)
Supervisor of News Room (P&S)

SERVICE 25
PUBLIC INFORMATION
(Key Grade 19)

Grade	Prefix	Grade	Prefix
19	(Key Grade)	20	(Senior) Sr.)

Code	Basic Pay Roll Title
	Correspondence Expert
	Research and Statistical Adviser

(Key Grade 18)

Grade	Prefix	Grade	Prefix
17	Junior (Jr.)	20	Advanced (Adv.)
18	(Key Grade)	21	Principal (Prin.)

Code	Basic Pay Roll Title
	Research Assistant

(Key Grade 17)

Grade	Prefix	Grade	Prefix
16	Junior (Jr.)	19	Advanced (Adv.)
17	(Key Grade)	20	Head or Principal (Prin.)
18	Senior (Sr.)	21	Special (Spec.)

Code	Basic Pay Roll Title
	Artist and Editorial Assistant
	Editor
	Historian
	Industrial Representative
	Lecturer
	Public Information Assistant
	Public Information Editor
	Public Health Information Editor
	Statistician

SERVICE 26
FIELD CONSERVATION
TITLE

Code	ADMINISTRATIVE OFFICERS

GRADE 21

Chief of Fish Culture (Fish

GRADE 20

Chief of Forest Protection (F&W)
Chief of Land Operations (Game)
Chief of Management (Game)
Chief of Propagation and Distribution (Game)
Chief of Research and Planning (Game)

GRADE 19

Chief of Training (Game)
Chief of Highway Forestry (Hwys)

GRADE 18

Park Superintendent (F&W)

GRADE 17

Assistant Chief of Training (Game)
Game Farm Superintendent (Game)

GRADE 15

Assistant Game Farm Superintendent (Game)

SERVICE 26
FIELD CONSERVATION
(Key Grade 18)

Grade	Prefix	Grade	Prefix
18	(Key Grade)	19	Senior (Sr.)

Code	Basic Pay Roll Title
	District Forester
	Field Division Supervisor
	Forest Fire Warden
	Land Agent
	Research Forester
	Silvi Culturist

(Key Grade 17)

Grade	Prefix	Grade	Prefix
17	(Key Grade)	19	Principal (Prin.)
18	Senior (Sr.)		

Code	Basic Pay Roll Title
	District Highway Forester
	Field Operations Assistant
	Hatchery Superintendent
	Land Acquisition Assistant
	Land Operations Assistant

(Key Grade 16)

Grade	Prefix	Grade	Prefix
16	(Key Grade)	18	Advanced (Adv.)
17	Senior (Sr.)		

Code	Basic Pay Roll Title
	Conservation Service Instructor
	Game Research Assistant
	Propagation Assistant

SERVICE 26
FIELD CONSERVATION
(Key Grade 15)

Grade	Prefix	Grade	Prefix
15	(Key Grade)	18	Head or Principal (Prin.)
16	Senior (Sr.)	19	Special (Spec.)
17	(Advanced)		

Code	Basic Pay Roll Title
	Forester
	Highway Forester

(Key Grade 14)

Grade	Prefix	Grade	Prefix
14	(Key Grade)	15	Senior (Sr.)

Code	Basic Pay Roll Title
	Fish Culturist
	Forest Inspector
	Game Propagator
	Nurseryman

(Key Grade 13)

Code	Basic Pay Roll Title
	Hatchery Assistant

Code	Title	Grade
	Fish Warden (14 & 15)	45
	Forest Ranger (14 & 15)	45
	Game Protector (15 & 16)	56

SERVICE 27
LIBRARY
(Key Grade 19)

Grade	Prefix	Grade	Prefix
17	Assistant (Asst.)	19	(Key Grade)
18	Junior (Jr.)		

Code	Basic Pay Roll Title
	Extension Librarian
	General Librarian
	Law Librarian

(Key Grade 15)

Grade	Prefix	Grade	Prefix
14	Junior (Jr.)	17	Advanced (Adv.)
15	(Key Grade)	18	Head
16	Senior (Sr.)	19	Supervising (Supv.)

Code	Basic Pay Roll Title
	Librarian

(Key Grade 14)

Grade	Prefix	Grade	Prefix
14	(Key Grade)	15	(Senior (Sr.)

Code	Basic Pay Roll Title
	County Extension Librarian

(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	15	Advanced (Adv.)
14	Senior (Sr.)	16	Principal (Prin)

Code	Basic Pay Roll Title
	Cataloguer
	Library Assistant
	Library Clerk
	Manuscript Mender
	Reference Assistant

SERVICE 28
PATIENT CARE
(Key Grade 17)

Grade	Prefix	Grade	Prefix
16	Assistant (Asst.)	17	(Key Grade)

Code	Basic Pay Roll Title
	Director of Attendants Chief of Attendants

(Key Grade (14)

Code	Basic Pay Roll Title
	Housemother

(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	15	Head
14	Senior (Sr.)or Charge (Chg.)	16	Supervising (Supv.)

Code	Basic Pay Roll Title
	Attendant Barber Beautician Practical Nurse

(Key Grade 12)

Grade	Prefix	Grade	Prefix
12 13	(Key Grade)	13	Senior (Sr.)

	Nurse Aide Orderly

SERVICE 31
PERSONNEL
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 21

Director of Personnel (Hwys)
Director of Personnel (LCB)
Supervisor of Personnel (L&I-beuc)
Chief of Personnel (PA)

GRADE 20

Executive Assistant (CSC)
Assistant Supervisor of Personnel (L&I-beuc)
Assistant Chief of Personnel (PA)

GRADE 19

Chief of County Personnel (PA)
Assistant Director of Personnel (LCB)

GRADE 18

Chief of Personnel Classification (PA)
Chief of Personnel (PSP)

GRADE 17

Assistant Chief of Personnel (PSP)

SERVICE 31
PERSONNEL
(Key Grade 18)

Grade	Prefix	Grade	Prefix
15	Junior Assistant (Jr.Asst.)	17	Junior (Jr.)
16	Assistant (Asst.)	18	(Key Grade)

Code	Basic Pay Roll Title
	Personnel Technician

(Key Grade 17)

Code	Basic Pay Roll Title
	Personnel Analyst

(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	15	Advanced (Adv.)
13	(Key Grade)	16	Head or Principal (Prin.)
14	Senior (Sr.)	17	Supervising (Supv.)

Code	Basic Pay Roll Title
	Personnel Clerk
	Personnel Control Clerk
	Personnel Record Clerk

SERVICE 32
TYPING, STENOGRAPHIC, CORRESPONDENCE AND SECRETARIAL

(Key Grade 16)

Grade	Prefix	Grade	Prefix
15	Junior (Jr.)	17	Senior (Sr.)
16	(Key Grade)		

Code	Basic Pay Roll Title
	Hearing Reporter

(Key Grade 14)

Grade	Prefix	Grade	Prefix
13	Junior (Jr.)	17	Head or Principal (Prin.)
14	(Key Grade)	18	Supervising or Special (Supv. or Spec.)
15	Senior (Sr.)		
16	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Correspondence Analyst
	Correspondent-Clerk
	Correspondent-Stenographer
	Stenographer-Secretary

(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	15	Supervising or Special (Supv. or Spec.)
13	Senior (Sr.)		
14	Head or Principal (Prin.)		

Code	Basic Pay Roll Title
	Stenographer-Clerk

SERVICE 32
TYPING, STENOGRAPHIC, CORRESPONDENCE AND SECRETARIAL
(Key Grade 11)

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	14	Supervising or Special (Supv. or Spec.)
13	Head or Principal (Prin.)		
	Typist-Clerk		

Code	Title MISCELLANEOUS	Grade
	Secretary of State Armory Board	16

SERVICE 33
SUPPLY AND EQUIPMENT
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 20

Chief of Real Estate (LCB)

GRADE 19

Chief of Duplicating (LCB)
Chief of Office Management & Supply (PA)
Chief of Reclaim (LCB)
Chief of Supplies (LCB)
Chief of Traffic Claims (LCB)

GRADE 18

Chief of Schedule and Bid Openings (P&S)
District Supervisor of Real Estate (LCB)
Supervisor of Service (Game)
Supervisor of Special Liquor Orders and Order Writing (LCB)
Supervisor of Supplies & Equipment (Rev)

GRADE 17

Assistant Chief of Duplicating (LCB)
Assistant Chief of Office Service and Supplies (Hwys)
Assistant District Supervisor of Real Estate (LCB)
Chief of Documents (P&S)
Supervisor of Procurement (L&I-beuc)
Supervisor of Real Estate & Equipment (LCB)

GRADE 16

Assistant Supervisor of Correspondence (Rev)
Assistant Supervisor of Service (Game)

SERVICE 34
SUPPLY AND EQUIPMENT
(Key Grade 20)

Grade	Prefix	Grade	Prefix
17	Junior Assistant (Jr.Asst.)	19	Junior (Jr.)
18	Assistant (Asst.)	20	(Key Grade)

Code	Basic Pay Roll Title
	Priority Officer

(Key Grade 19)

Grade	Prefix or Suffix	Grade	Prefix or Suffix
17	Assistant (Asst.)	19	(Key Grade)
18	Junior Grade (Jr.Gr.)		

Code	Basic Pay Roll Title
	Warehouse Superintendent

(Key Grade 17)

Grade	Prefix	Grade	Prefix
15	Assistant (Asst.)	18	Senior (Sr.)
16	Junior (Jr.) or Junior Grade (Jr.Gr.)	19	Advanced (Adv.)
17	(Key Grade)	20	Head or Principal (Pr...

Code	Basic Pay Roll Title
	Automotive Equipment Specialist
	Buyer
	Liquor Buyer
	Paper Specialist
	Printing Specialist
	Procurement Agent
	Specification Specialist
	Sub-Warehouse Manager

SERVICE 33
SUPPLY AND EQUIPMENT
(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	15	Advanced (Adv.)
13	(Key Grade)	16	Head or Principal (Prin.)
14	Senior (Sr.)	17	Supervising (Supv.)

Code	Basic Pay Roll Title
	Equipment Invoice Clerk
	Forms Clerk
	Furniture Inventory Clerk
	Garage Clerk
	Liquor Warehouse Clerk
	Price Schedule Clerk
	Printing Order Clerk
	Priority Clerk
	Procurement Clerk
	Receiving Clerk
	Registration Plate Stores Clerk
	Requisition Clerk
	Shipping Clerk
	Stock Clerk
	Stock Control Clerk
	Storeroom Keeper
	Stores Clerk
	Stores Record Clerk
	Supply Clerk

Title

Code	MISCELLANEOUS	Grade
	Expediter (P&S)	18
	Salesman (Wel)	16
	Assistant Manager of State Restaurant (P&S)	15

SERVICE 34
MAIL AND FILE

Code	Title
	ADMINISTRATIVE OFFICERS

GRADE 17

Chief of Mail Service (LCB)
Head of Employes Master File (L&I-beuc)
Head of Master Claim File (L&I-beuc)
Supervisor of Files and Records (LCB)

GRADE 16

Chief of Files (PSP)
Head of Mailing & Messenger Service (PUC)
Supervisor of Corporation Records (Rev)
Supervisor of Records (Rev)

GRADE 15

Assistant Supervisor of Files and Records (LCB)
Head of Shipping (Rev)

SERVICE 34
MAIL AND FILE
(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	14	Senior (Sr.)
13	(Key Grade)	15	Advanced (Adv.)
		16	Head

Code	Basic Pay Roll Title
	Index Clerk
	Record Clerk
	Search Clerk

MAIL AND FILE

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	14	Head or Principal (Prin.)
13	Advanced (Adv.)	15	Supervising (Supv.)

Code	Basic Pay Roll Title
	Application Dispatch Clerk
	Application Sorting Clerk
	Correspondence File Clerk
	Correspondence Clerk
	Dispatch Clerk
	File Clerk
	Mail Clerk
	Mail and File Clerk
	Mail Dispatch Clerk
	Mail-Messenger Clerk
	Sorting Clerk

SERVICE 35
GENERAL CLERICAL AND RECORD
Title

Code	ADMINISTRATIVE OFFICERS

GRADE 17

Assistant Head of Wage Records (L&I-beuc)
Assistant Supervisor of Applications (Rev)
Assistant Supervisor of Registrations (Rev)
Head of Reproducing (L&I-beuc)
Supervisor of Equipment Records (L&I-beuc)
Supervisor of Wholesale Licensing (LCB)

GRADE 16

Assistant Head of Receiving & Examining(L&I-beuc)
Assistant Supervisor of Office Delivery (Rev)
Assistant Supervisor of Records (Rev)
Assistant Supervisor of Shipping & Mailing (Rev)
Supervisor of Financial Responsibility and Revocation (Rev)
Supervisor of Utility and Rent Expense (LCB)

SERVICE 35
GENERAL CLERICAL AND RECORD
(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	15	Advanced (Adv.)
13	(Key Grade)	16	Head or Principal (Prin.)
14	Senior (Sr.)	17	Supervising (Supv.)

Code	Basic Pay Roll Title	
	Accident Report Clerk	Corporation Record Clerk
	Account Clerk	Corporation Tax Clerk
	Accounts Receivable Clerk	Correction Clerk
	Actuarial Clerk	Cost Clerk
	Adjustment Clerk	Credentials Clerk
	Agreement Clerk	Delinquent Account Clerk
	Appeal Clerk	Determination Clerk
	Application Clerk	Disbursement Clerk
	Assessment Clerk	Docket Clerk
	Assignment Clerk	Document Clerk
	Authorization Clerk	Editing Clerk
	Automotive Equipment Inspection Clerk	Equipment Clerk
		Equipment Record Clerk
	Book Clerk	Escheat Clerk
	Bond Clerk	Examination Clerk
	Budget Clerk	Examining Clerk
	Building Maintenance Clerk	Expense Clerk
	Case Adjustment Clerk	Expense Record Clerk
	Case Assignment Clerk	Expenditure Clerk
	Cashier	Field Account Clerk
	Censor Clerk	Financial Responsibility Clerk
	Census Clerk	
	Certificate Clerk	Fingerprint Clerk
	Cigarette Tax Clerk	Food Report Clerk
	Claim Clerk	Hearing Schedule Clerk
	Claim Ledger Clerk	Index Clerk
	Clerk	Information Clerk
	Clipping Clerk	Inheritance Tax Clerk
	Code Clerk	Inspection Clerk
	Commission Clerk	Insurance Clerk
	Commitment Clerk	Investment Clerk
	Computing Clerk	Invoice Clerk
	Contract Record Clerk	Invoice Audit Clerk
	Contribution Clerk	Laboratory Clerk
	Control Clerk	Ledger Clerk

SERVICE 35
GENERAL CLERICAL AND RECORD
(Key Grade 13)
(Continued)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	15	Advanced (Adv.)
13	(Key Grade)	16	Head or Principal (Prin.)
14	Senior (Sr.)	17	Supervising (Supv.)

Code	Basic Pay Roll Title	Basic Pay Roll Title
	License Clerk	Registration Number Clerk
	Lien Clerk	Registration Plate Record Clerk
	Liquor Account Clerk	Report Clerk
	Maintenance Clerk	Requisition Clerk
	Membership Clerk	Requisition Record Clerk
	Mercantile Tax Record Clerk	Reserve Fund Clerk
	Motion Picture Clerk	Retirement Clerk
	Motion Picture Censor Clerk	Returned Check Clerk
	Motor Equipment Record Clerk	Returned Tag Clerk
	Numbering Clerk	Returned Tag Record Clerk
	Numbering Machine Clerk	Review Clerk
	Order Clerk	Revocation Clerk
	Pay Roll Clerk	Sales Audit Clerk
	Petition Clerk	Sales Record Clerk
	Permit Clerk	Search Clerk
	Personal Property Clerk	Social Service Clerk
	Plans Clerk	Specification Clerk
	Planning Clerk	Statistical Clerk
	Police Clerk	Status Clerk
	Posting Clerk	Tabulation Clerk
	Procedure Clerk	Tariff Clerk
	Procurement Clerk	Tax Commuting Clerk
	Production Clerk	Telephone Clerk
	Production Dispatch Clerk	Telephone Information Clerk
	Propagation Clerk	Telephone Operator
	Publicity Clerk	Township Clerk
	Rate Clerk	Traffic Clerk
	Receipts Clerk	Transmittal Clerk
	Receiving Teller	Transmittal Record Clerk
	Reception Clerk	Voucher Clerk
	Reconciliation Clerk	Waiver Clerk
	Record Clerk	Warehouse Records Account Clerk
	Refund Clerk	
	Registration Clerk	

SERVICE 35
GENERAL CLERICAL AND RECORD
(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	14	Advanced (Adv.)
13	Senior(Sr.)	15	Principal (Prin.)

Code	Basic Pay Roll Title
	Proofreader
	Receipts Verifier
	Verifier
	Verifier Clerk

TRANSCRIBING CLERK

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	14	Head
13	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Transcribing Clerk

Title

Code	MISCELLANEOUS	Grade
	Executive Assistant (State)	17
	Administrative Assistant (Com)	16
	Registrar (State Teachers Colleges)	16
	Superintendent's Clerk (Hwys)	14
	Bookmender	12

SERVICE 36
OFFICE APPLIANCE OPERATING
Title

Code ADMINISTRATIVE OFFICERS

GRADE 17

Head of Machine Tabulation (L&I-beuc)

GRADE 16

Assistant Head of Machine Tabulation (L&I-beuc)
Assistant Supervisor of Graphotype Operations (Rev)
Head of Addressographing (L&I-beuc)
Head of Duplicating (L&I-beuc)
Supervisor of Duplicating Operations (LCB)

GRADE 15

Assistant Head of Addressographing (L&I-beuc)
Supervisor of Machine Operations (Rev)

SERVICE 36
OFFICE APPLIANCE OPERATING
(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	15	Head
14	Senior (Sr.)	16	Supervising (Supv.)

Code	Basic Pay Roll Title
	Accounting Machine Operator
	Microfilm Operator
	Multilith Machine Operator
	Photostat Operator
	Reproduction Machine Operator
	Typesetting Machine Operator

(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	14	Head or Principal (Prin.)
13	Senior (Sr.)	15	Supervising (Supv.)

Code	Basic Pay Roll Title
	Blue Print Operator
	Bookkeeping Machine Operator
	Calculating Machine Operator
	Comptometer Operator
	Graphotype Operator
	Graphotype-Addressograph Operator
	Multigraph Operator
	Posting Machine Operator
	Tabulating Machine Operator
	Teletype Operator

SERVICE 36
OFFICE APPLIANCE OPERATING

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	14	Head or Principal (Prin.)
13	Advanced (Adv.)	15	Supervising (Supv.)

Code	Basic Pay Roll Title
	Adding Machine Operator
	Addressograph Operator
	Billing Machine Operator
	Cutting Machine Operator
	Duplicating Machine Operator
	Key Punch Operator
	Listing Machine Operator
	Machine Operator
	Mimeograph Operator
	Mimeograph-Addressograph Operator
	Sorting Machine Operator

MISCELLANEOUS

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	13	Advanced (Adv.)

Code	Basic Pay Roll Title
	Blue Print Helper
	Tabulating Card Verifier
	Tabulation Statement Verifier

SERVICE 37
MESSENGER

Grade	Prefix	Grade	Prefix
12	Senior (Sr.)	14	Head or Principal (Prin.)
13	Advanced (Adv.)		

Code	Basic Pay Roll Title
	Messenger
	Messenger-Clerk

SERVICE 38
LIQUOR STORES SALES

Code	Basic Pay Roll Title
	Liquor Store Manager, Grade 19
	Liquor Store Manager, Grade 18
	Liquor Store Manager, Grade 17
	Liquor Store Manager, Grade 16
	Liquor Store Manager, Grade 15
	Liquor Store Manager, Grade 14
	Principal Clerk, Grade 17
	Principal Clerk, Grade 16
	Principal Clerk, Grade 15
	Principal Clerk, Grade 14
	GRADE 13
	Liquor Store Clerk

SERVICE 41
STATE POLICE
(Key Grade 14)

Grade	Prefix	Grade	Prefix
14	Assistant (Asst.)	(16	(Key Grade)
15	Junior (Jr.)		

Code	Basic Pay Roll Title
	Bertillon Officer

STATE POLICE

Code	Basic Pay Roll Title
	Major
	Captain
	Lieutenant
	First Sergeant and Detective
	First Sergeant
	Sergeant and Detective
	Sergeant
	Corporal
	Private First Class
	Private
	Student and Recruit

SERVICE 42
SKILLED TRADES AND LABOR
Title

Code ADMINISTRATIVE OFFICERS

GRADE 21

Supervisor of Industries (Sr. Gr.) (Wel)

GRADE 20

Head of Tag Shop (Wel)
Superintendent of Military Reservation (Mil Af)

GRADE 19

Airport Superintendent (Com)
Assistant Supervisor of Industries (Sr.Gr.)(Wel)
Head of Clothing Shop (Wel)
Head of Knitting Mill (Wel)
Head of Printing Shop (Wel)
Head of Shoe Shop (Wel)
Head of Weaving Shop (Wel)
Supervisor of Industries (Jr.Gr.) (Wel)

GRADE 18

Assistant Head of Clothing Shop (Wel)
Assistant Head of Knitting Mill (Wel)
Assistant Head of Metal Salvage (Wel)
Assistant Head of Metal Shop (Wel)
Assistant Head of Printing Shop (Wel)
Assistant Head of Shoe Shop (Wel)
Assistant Head of Tag Shop (Wel)
Assistant Supervisor of Furniture Shop (Wel)
Head of Coffee Roasting Plant (Wel)
Head of Sewing Shop (Wel)
Supervisor of Garage (P&S)
Supervisor of Highway Garage (Hwys)

SERVICE 42
SKILLED TRADES AND LABOR
(Key Grade 15)

Grade	Prefix	Grade	Prefix
13	Assistant (Asst.)	16	Senior (Sr.)
14	Junior (Jr.)	17	Advanced (Adv.)
15	(Key Grade		

Code		
	Acetylene Welder	Marble Mechanic
	Air Conditioning Mechanic	Mason
	Airplane Mechanic	Mechanic
	Automobile Mechanic	Motion Picture Operator
	Blacksmith	Painter
	Bricklayer	Pattern Maker
	Carpenter	Photographer
	Clock Mechanic	Plasterer
	Electrician	Plumber
	Elevator Mechanic	Plumber-Steamfitter
	Fire Marshall	Printer
	Foreman	Roofer
	Foundry Man	Steamfitter
	Furniture Foreman	Tinner
	General Journeyman	Typewriter Repairman
	General Repairman	Upholsterer
	Glazier	Welder
	Locksmith	
	Machinist	

(Key Grade 14)

Grade	Prefix	Grade	Prefix
13	Junior (Jr.)	16	Advanced (Adv.)
14	(Key Grade)	17	Head
15	Senior (Sr.)		

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Caretaker		Equipment Operator
	Cobbler		Tailor
	Disinfector		Tailoress
	Engineman		Weaver

SERVICE 42
SKILLED TRADES AND LABOR
(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	Junior (Jr.)	15	Advanced (Adv.)
13	(Key Grade)	16	Head
14	Senior (Sr.)	17	Supervising (Supv.)

Code	Basic Pay Roll Title	Code	Basic Pay Roll Title
	Airport Attendant		Harbor Master
	Ambulance Driver		Hardwood Floor Mechanic
	Chauffeur		Metal Furniture Mechanic
	Chauffeur Clerk		Office Appliance Repairman
	Chauffeur-Mechanic		Repairman
	Craftsman		Skilled Laborer
	Ferryman		Sterilizer
	Fireman		Truck Driver
	Floor Finisher		

(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	14	Head
13	Senior (Sr.)		

Code	Basic Pay Roll Title
	Elevator Operator
	Fire Inspector
	Garage Attendant

(Key Grade 11)

Grade	Prefix	Grade	Prefix
11	(Key Grade)	13	Head or Principal (Prin.)
12	Senior (Sr.)		

Code	Basic Pay Roll Title
	Laborer

SERVICE 43
CUSTODIAL AND JANITORIAL
(Key Grade 17)

Grade	Suffix	Grade	Suffix
15	Assistant Grade (Asst.Gr.)	17	(Key Grade)
16	Junior Grade (Jr.Gr.)		

Code	Basic Pay Roll Title
	Director of Laundry Services

(Key Grade 16)

Grade	Prefix	Grade	Prefix
15	Junior (Jr.)	17	Senior (Sr.)
16	(Key Grade)		

Code	Basic Pay Roll Title
	Kitchen Supervisor

(Key Grade 15)

Grade	Suffix	Grade	Suffix
14	Junior Grade (Jr. Gr.)	16	Senior Grade (Sr.Gr.)
15	(Key Grade)	17	Advanced Grade (Adv.Gr.)

Code	Basic Pay Roll Title
	Assistant Director of Laundry Services
	Chief of Laundry Services
	Supervisor of Janitors
	Supervisor of Janitresses

SERVICE 43
CUSTODIAL AND JANITORIAL
(Key Grade 14)

Grade	Suffix	Grade	Suffix
14	(Key Grade)	16	Advanced Grade (Adv.Gr.)
15	Senior Grade (Sr. Gr.)		

Code	Basic Pay Roll Title
	Assistant Chief of Laundry Services

(Key Grade 13)

Grade	Prefix	Grade	Prefix
12	(Junior (Jr.)	15	Head
13	(Key Grade)	16	Supervising (Supv.)
14	Senior (Sr.)		

Code	Basic Pay Roll Title
	Baker
	Butcher
	Housekeeper
	Clothing Manager
	Cook
	Usher

(Key Grade 12)

Grade	Prefix	Grade	Prefix
12	(Key Grade)	14	Head
13	Senior (Sr.)	15	Supervising (Supv.)

Code	Basic Pay Roll Title
	Custodian
	Guide
	Matron

SERVICE 43
CUSTODIAL AND JANITORIAL
(Key Grade 11)

Grade	Prefix	Grade	Prefix
11	(Key Grade)	13	Head
12	Senior (Sr.)	14	Supervising (Supv.)

Code	Basic Pay Roll Title
	Fountain Clerk
	Janitor
	Janitress
	Kitchen Helper
	Laundry Worker
	Maid
	Seamstress
	Waiter
	Waitress

MISCELLANEOUS

Code	Basic Pay Roll Title

GRADE 17

Supervising Butler

GRADE 14

Monitor

GRADE 13

Assistant Butler

SERVICE 44
FARM
(Key Grade 18)

Grade	Suffix	Grade	Suffix
17 18	Junior Grade (Jr. Gr.) (Key Grade)	19	Senior Grade (Sr. Gr.)

Code	Basic Pay Roll Title
	Director of Agricultural Activities

(Key Grade 17)

Grade	Suffix	Grade	Suffix
17	(Key Grade)	18	Senior Grade (Sr. Gr.)

Code	Basic Pay Roll Title
	Chief of Agricultural Activities

(Key Grade 15)

Grade	Prefix	Grade	Prefix
15	(Key Grade)	16	Senior (Sr.)

Code	Basic Pay Roll Title
	Foreman of Grounds Orchardist

(Key Grade 14)

Grade	Prefix	Grade	Prefix
13 14	Junior (Jr.) (Key Grade)	15 16	Senior (Sr.) Head

Code	Basic Pay Roll Title
	Dairyman Florist Gardener Stable Foreman

SERVICE 44
FARM
(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	15	Head
14	Senior (Sr.)	16	Supervising (Supv.)

Code	Basic Pay Roll Title
	Farmer
	Poultryman
	Swineherd
	Tractor Driver

(Key Grade 12)

Grade	Prefix	Grade	Prefix
11	Junior (Jr.))	13	Senior (Sr.)
12	(Key Grade)		

Code	Basic Pay Roll Title
	Farm Hand

(Key Grade 11)

Grade	Prefix	Grade	Prefix
11	(Key Grade)	13	Head
12	Senior (Sr.)	14	Supervising (Supv.)

Code	Basic Pay Roll Title
	Grounds Keeper

SERVICE 45
GUARD

(Key Grade 18)

Grade	Prefix	Grade	Prefix
18	(Key Grade)	19	Senior (Sr.)

Code	Basic Pay Roll Title
	Captain

(Key Grade 17)

Grade	Prefix	Grade	Prefix
15	Assistant (Asst.)	17	(Key Grade)
16	Junior (Jr.)		

Code	Basic Pay Roll Title
	Criminal Investigator

(Key Grade 16)

Code	Basic Pay Roll Title
	Sergeant

(Key Grade 15)

Grade	Prefix	Grade	Prefix
13	Assistant (Asst.)	16	Senior (Sr.)
14	Junior (Jr.)	17	Advanced (Adv.)
15	(Key Grade)	18	Head

Code	Basic Pay Roll Title
	Capitol Police Captain
	Cottage Officer
	Guard

SERVICE 45
GUARD
(Key Grade 14)

Code	Basic Pay Roll Title
	Capitol Police Desk Sergeant
	Capitol Police Sergeant

(Key Grade 13)

Grade	Prefix	Grade	Prefix
13	(Key Grade)	14	(Senior (Sr.)

Code	Basic Pay Roll Title
	Capitol Policeman
	Policeman
	Park Patrolman

(Key Grade 12)

Code	Basic Pay Roll Title
	Watchman